

Job Title: Teaching Assistant
School: St Mary's Primary School

Purpose of the Role:

To support teaching and learning across the primary age range, including early years, working independently and collaboratively under the guidance of teaching staff to contribute to the educational, emotional, social, and physical development of pupils. This includes pupils with special educational needs (SEN) enabling access to learning for all pupils and providing specialist support in specific curricula areas. The role involves delivering interventions, supporting assessment, developing and monitoring individual support plans, managing classroom resources, and contributing to extended school provision. The post also supports the teacher with classroom management and behaviour strategies. This is an existing post subject to review for job evaluation purposes. The role requires significant initiative, adaptability, and knowledge of child development and inclusive education practices.

Key Responsibilities

1. Support for Pupils

- Promote inclusion and acceptance of all pupils.
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Provide consistent, differentiated / adapted support to all pupils, responding appropriately to individual pupil needs.
- Adapt communication and behaviour strategies for pupils with complex needs, using specialist training (e.g. autism awareness, attachment theory, trauma-informed approaches).
- Deliver tailored support to individuals and small groups to meet learning, emotional, social, and behavioural needs, including pupils with EHCPs or SEN.
- Liaising with class teacher, SENCO and other professionals about individual support plans, contributing to the planning and delivery and review as appropriate
- Assist with the personal care of pupils as needed (e.g. toileting, dressing), maintaining dignity and safety.
- Foster pupils' independence and self-esteem through positive reinforcement and consistent support, within established school procedures.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Provide first aid, as required, to the level of training received, including the monitoring, recording, and assistance of inhaler use for asthma.

2. Support for Teachers

- Support the planning, delivery, and evaluation of lessons, adapting materials and resources to meet pupil needs.
- Assist with classroom management, promoting positive behaviour and supporting pupils during transitions and unstructured times.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Undertake routine marking and support pupil assessment by recording observations and collecting evidence of learning. Be responsible for keeping and updating records in an agreed format with the teacher, contributing to reviews of systems/records as requested.

- Provide clerical/administration support (e.g. photocopying, typing, filing, collecting money etc).
- Assist with the display of children's work and maintain an appropriate learning environment.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher and participate in feedback sessions/meetings under teacher supervision.

3. Assessment, Monitoring and Reporting

- Support the assessment of pupil progress using standardised assessment tools, observation, and data records.
- Monitor and review targets in EHCPs, support plans, and behaviour plans.
- Liaise with teaching staff and the SENCO to ensure accurate, up-to-date records of pupil development and support provision

4. Classroom and Resource Management

- Help maintain an organised, safe, and engaging classroom environment, including displays and resource stations.
- Plan, prepare, manage, and adapt resources for teaching and intervention sessions.
- Support the maintenance of cleanliness and hygiene in the classroom, including light cleaning duties, when required.
- Assist with the organisation and supervision of educational visits and themed days.

5. Communication and Collaboration

- Complete CPOMS entries as required to maintain effective communication to relevant staff.
- Telephone parents under the direction of the teacher when required.
- Build positive relationships with pupils, parents, and carers, supporting effective communication under teacher or SENCO direction.
- Work collaboratively with external professionals (e.g. speech therapists, educational psychologists) to implement strategies and programmes.
- Attend and contribute to multi-agency meetings, review sessions, and planning meetings as required.

6. Extended School Support

- Provide supervision and support during lunch and playground duties.
- Independently plan, deliver and evaluate after-school clubs, enrichment activities, or homework support sessions in collaboration with school staff.
- Support the supervision and well-being of pupils during after-school provision, including organising activities and promoting participation.

7. Professional Responsibilities

- Adhere to all school policies and safeguarding procedures. Report concerns to the appropriate person.
- Attend and participate in training, INSET days, and staff meetings.
- Establish constructive relationships and communicate effectively with others to support pupil progress.
- Undertake other reasonable duties as directed by the class teacher, SENCO, or leadership team within the scope of the post.