



**BROOKLAND FEDERATION**  
**BROOKLAND INFANT AND NURSERY SCHOOL**  
***BROOKLAND JUNIOR SCHOOL***



**Job title:** Teaching Assistant

**Reports to:** Class teacher and Senior Leadership team / Headship team

**Grade:** H3

**Date:** April 2025

**Main purpose**

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan. This work can be undertaken in any year group across the federation. This role can also involve covering a class as the lead adult for up to 30% of your working week.

**Key responsibilities**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
3. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
4. Support the teacher in monitoring, assessing and recording pupil progress/ activities.
5. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
6. Support learning by arranging/ providing resources for lessons/ activities under the direction of the teacher.
7. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
8. Share information about pupils with other staff, parents/ carers, internal and external agencies, as appropriate.
9. Understand and support independent learning and inclusion of all pupils as required.
10. Support pupils to understand instructions support independent learning and inclusion of all pupils.
11. Support the teacher in behaviour management and keeping pupils on task.
12. Prepare and clear up the learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment.

**Teaching Assistants in this role may also undertake some or all of the following:**

1. Support children's learning through play.
2. Assist with break-time and lunch-time supervision including facilitating games and activities (this will include wet play duty when children are unable to go outside).
3. Assist in escorting and supervising pupils on educational visits and out of school activities.
4. Support pupils in computing in the curriculum, in particular google classroom and purple mash.
5. Invigilate exams and tests.
6. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
7. Provide feedback to the teacher after working with children on pupil progress.
8. Where required, participate in planning and evaluation of learning activities with the teacher. This may be through giving feedback to the teacher of what has worked or not worked in a lesson.
9. Support the teacher in monitoring, assessing and recording pupil progress/activities by recording basic pupil data.
10. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
11. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
12. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.

13. Understand and support independent learning and inclusion of all pupils as required.
14. Follow and implement school policies with particular focus on marking and feedback, the behaviour and child protection policies.
15. Support the teacher in behaviour management and keeping pupils on task and provide feedback on this to the teacher.
16. Work with individual pupils with special educational needs.
17. Work with pupils for whom English is not their first language.
18. Support pupils in developing and implementing their own personal and social development.
19. Work with individuals or small groups of pupils in the classroom, or another allocated space, under the direct supervision of teaching staff and provide feedback to the teacher
20. Where necessary, assist in the development of individual support plans for pupils or any documents to assist the special educational needs of a child.
21. If required work with pupils not working to the normal timetable, which may mean covering the child's LSA if they are absent from school
22. Support the work of volunteers and other teaching assistants in the classroom.
23. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
24. Monitor and manage stock and supplies for the classroom.
25. Provide first aid and administer medication when required.
26. Be responsible for CPD and identifying gaps in knowledge.
27. Provide cover supervision of classes across the federation (up to 30% of working time).
28. Implement planned lessons that will be supplied by the class teacher/year group team when covering a class.
29. Adapt learning as provided by the class teacher.

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

### **Job Context**

- The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.
- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
- Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional. Under guidance from the teacher provides feedback to pupils on attainment and progress.

### **Knowledge, Skills & Abilities**

- Requires knowledge and procedures for supporting and leading learning activities.
- Requires knowledge and skills equivalent to NVQ level 2 in Supporting Teaching and Learning or have equivalent experience; may be working towards NVQ level 3 and/ or national occupational standards.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. Exchanges information with staff, parents/ carers.

- Knowledge and compliance with policies and procedures relevant to child protection and health and safety, including Keeping Children Safe in Education, GDPR and the need for confidentiality, this is not an exhaustive list.
- Knowledge and compliance with all school policies and procedures.
- Setting up and use of educational equipment and/ or keyboard skills.
- Competent in the use of google classroom, Arbor, CPOMS and other systems that the school uses
- Basic knowledge of health, wellbeing, safety and First Aid.
- Understanding of the schools ethos and values that encompassing drive, team working, motivation, active listening and problem solving

### **Supervision**

- The jobholder will usually be managed by a class teacher, a member of the school's senior management team or by a more senior teaching assistant but may work with several teachers.
- Day to day direction/supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher to whom he/ she is assigned.
- The post holder will follow detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- The post holder will have no supervision responsibilities of other staff, unless covering a class where they have a member of support staff supporting them or leading on a particular project.
- The post holder may demonstrate own duties to new or less experienced staff.

### **Problems, Demands & Decisions**

- Follows detailed instructions and/ or is closely supervised with little scope for discretion; problems are generally referred.
- Working with individuals or groups of pupils requiring mental and sensory concentration; work is regularly interrupted as part of the normal working pattern.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.
- May have demands arising from ongoing involvement with pupils with special educational needs.

### **Dimensions**

- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use equipment, such as play and standard ICT equipment, adhering to the schools Acceptable Use Policy.
- Will record basic pupil data.

### **Physical Effort**

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/ or working in awkward positions e.g., sitting on low chairs.
- The job may involve lifting children, for example after falls or accidents, where necessary for the child's safety.

## **Working Environment**

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after an accident or sudden illness.

**This generic job description is not intended to be comprehensive. It will be reviewed annually but may need to be modified in the interim following negotiation.**

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the performance management and appraisal process.*