



HIGH BEECHES PRIMARY SCHOOL

Teaching Assistant Job Description

Post:	Teaching Assistant	Responsible to:	Phase Leader, SENCO or DHT
Post Holder:		Grade:	H2-3
FTE/Hours:	Up to 32.5 hours p/w term-time	Date Reviewed:	September 2024

Points of Reference

- School Vision, Aims and Values
- Safeguarding Policy
- Staff Conduct Policy
- Outcomes from recent LA monitoring or Ofsted inspection
- National Occupational Standards for Supporting Teaching and Learning
- School Development Plan
- Health and Safety Policy
- Whole school policies

Purpose of the Job

Working under the direction of teaching staff, maximise the achievement of pupils by:

- supporting teaching, learning, and provision to ensure it meets the needs of and provides challenge for individual pupils, groups and the whole class.
- promoting spiritual, emotional and personal development in keeping with the vision, aims and values of the school.

General Responsibilities

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs (including behaviour) or those with EAL, ensuring their safety and access to learning activities. This may involve working one-to-one with pupils with complex needs or working with various groups or individuals throughout the day.
- Assist with the development and implementation of SEN Support Plans/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs, providing pastoral support if necessary
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Be willing to work with children who are excluded from class
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Administer first aid and specific medication when required (subject to appropriate risk assessment and training)
- To provide lunchtime supervision for part of the lunch break
- To assist pupils with eating, dressing and hygiene when required, undertake personal care of pupils when necessary (subject to appropriate risk assessment and training)
- To provide lunchtime supervision at break times or for part of the lunch break as required.



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Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Undertake routine marking of pupils' work and administer or invigilate routine tests
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies (e.g. English and maths, early years) recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources (including IT) required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Be fully supportive of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Comply with school policies and procedures relating to staff absence, recognising that consistency is essential for our pupils
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall vision, aims and values of the school and be supportive of its ethos
- Use agreed whole school strategies and procedures to encourage good behaviour
- Support the role of other professionals and of volunteers as directed by the school
- Participate in the appraisal process and continuing professional development (CPD), including attending and participate in relevant meetings as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Assist in the maintenance of a high-quality learning environment, both inside the classroom, in communal areas and the Staffroom
- To be flexible in carrying out other duties that may be reasonably requested by your line manager or other school leaders to ensure the smooth running of the school these may include: dinner cover, covering or sharing responsibility for classes when required.
- Undertake a variety of training including First Aid and those linked to children's medical needs