

Associate Professional (Teaching Assistant) Job Description

Job Purpose

To work under the guidance of teaching and senior staff, and within an agreed system of supervision, to implement agreed learning programmes with individuals and groups of pupils, both in and out of the classroom.

The role includes supporting teachers with planning and preparation, delivering targeted interventions and providing regular classroom cover. The successful candidate will support pupils in accessing learning, maintaining positive behaviour and developing independence.

The role will involve delivering daily Read Write Inc. phonics sessions, supporting small groups, implementing intervention programmes and working across different classes and age ranges as required.

Key Responsibilities

Pupil Support

- Support pupils' learning using specialist knowledge, training and experience
- Establish positive and productive relationships with pupils
- Promote inclusion, independence and engagement in learning
- Support pupils consistently whilst responding to individual needs
- Encourage pupils to work cooperatively and participate fully in activities
- Provide feedback to pupils on progress and achievement
- Support pupils' personal, social, emotional and behavioural development
- Attend to pupils' personal needs where required

Teaching and Learning

- Deliver targeted intervention programmes and small group support
- Deliver daily Read Write Inc. phonics sessions
- Support pupils across all areas of the curriculum
- Implement agreed learning activities and adjust support in response to pupil need
- Support the delivery of national and local learning strategies
- Work alongside teachers to support lesson planning and preparation
- Monitor and record pupil responses and progress
- Undertake marking and record achievement/progress as directed
- Support the use of ICT to enhance learning
- Prepare and maintain classroom resources and equipment

Classroom Cover

- Provide classroom cover for teachers during PPA time
- Provide short-term classroom cover in the absence of teaching staff
- Maintain positive behaviour and ensure pupils remain engaged in learning during cover sessions
- Follow school policies and agreed lesson plans to ensure consistency for pupils

SEND and Pastoral Support

- Support pupils with SEND through appropriate adaptations and specialist support
- Assist in the implementation and review of Individual Education Plans (IEPs) and behaviour plans
- Support pupils with emotional, social and behavioural needs
- Help facilitate smooth transitions between classes and educational phases

Communication and Partnership Working

- Liaise effectively and sensitively with parents/carers as appropriate
- Work collaboratively with teachers, support staff and external agencies
- Contribute to meetings, reviews and feedback discussions where required
- Support Teaching Assistant students and volunteers within the school environment

Wider School Responsibilities

- Supervise pupils during educational visits, trips and activities
- Contribute positively to the wider life and ethos of the school
- Participate in training and professional development
- Carry out administrative and clerical tasks associated with the role

General Responsibilities

- Be aware of and comply with all school policies and procedures, particularly those relating to safeguarding, child protection, health and safety and behaviour
- Promote equality, inclusion and access to learning for all pupils
- Maintain confidentiality at all times
- Ensure the safe organisation of learning environments and resources
- Attend meetings and training as required
- Undertake any other duties appropriate to the grade and nature of the post

Safeguarding Responsibilities

- Promote and safeguard the welfare of children and young people
- Follow school safeguarding procedures at all times
- Report any safeguarding concerns to the DSL or senior leaders immediately
- Attend safeguarding training and maintain up-to-date safeguarding knowledge