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|  | Chawson Community First School  **Job Description:**  Teaching Assistant Grade 2 | |
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| Name of Teaching Assistant: | |  |
| Date: | | Janauary 2026 |
| Job title: | | Pre School Assistant |
| Responsible to: | | Headteachers, Classteacher, SEN Co |
| Point Range: | | Grade 2- Scale point 5-6 |

Job Purpose:

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills. To undertake tasks required by teacher’s to enable a positive working environment.

Outline of Responsibilities and Tasks:

Under the direction and control of the classroom teacher or designated supervisor:

* Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development. In the pre-school this can include lunchtimes.
* Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
* Use specialist skills to foster the intellectual and social development of children.
* Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
* Undertake those activities necessary to foster the intellectual and social development of children.
* Within competence to assist the teacher in the delivery of educational and developmental work programmes.
* To monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate.
* Assist the classroom teacher in the planning of work programmes for individuals and groups of children.
* To assist the teacher with learning activities generally in the classroom.
* Contributing to the planning of work to meet the needs of the school’s curriculum and individual needs of pupils and students.
* Contributing to the formulation of Individual Provision maps including attendance at SEN reviews and other meetings relevant to the service/pupil needs as required.
* To carry out appropriate activities as planned within the classroom or with groups of pupils.
* To display and present children's work.
* To prepare and organise teaching resources/visual aids including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
* To prepare resources for lessons and activities.
* Assistance with the physical manipulation of objects and equipment.
* General supervision, counselling and discipline of children and students, within the procedures of the school.
* To assist the teacher in liaising with parents and outside agencies/professionals such as speech therapists.
* To assist at an appropriate level with the provision of general care and welfare of children including:

(i) assistance with the personal hygiene routine e.g. toilet training, changing  
 of incontinent children, dressing and undressing;  
(ii) the changing of soiled clothing including its disposal in the appropriate way;  
(iii) assisting with children's injuries and administering basic first aid;  
(iv) To assist with the administering of medicines

(v) To assist with the identification and monitoring of children's general health  
 and welfare.

* Helping the teacher with tasks.
* Hearing children read.
* Supporting children to be independent by helping them with tasks.
* Answering questions from pupils.
* Providing support for the Literacy and Numeracy / Early Years Foundation Framework.
* Assisting with supervision of children within the school.
* Assisting the pupil to access the normal routines of the classroom.
* Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
* Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
* To contribute to meetings to discuss the specific child's progress.
* Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
* Adhering to and maintaining school routine and codes of conduct.
* Supporting the ethos of the school.
* To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
* To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
* Promote pupil independence in learning, and reinforcing the child(ren)'s self‑esteem through praise and encouragement.
* Assisting with the promotion of independence activities and mobility skills.
* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
* To do playground duties when requested.
* Any other tasks as directed by the headteacher which fall within the purview of the post.

Note:  
This job description is not necessarily a comprehensive definition of the post.

The particular duties and responsibilities listed about may be subject to reasonable change from time to time following consultation between the post holder and the Head Teacher.

Issued By ...................................................................................... Date .........................

Received by ................................................................................... Date ........................

Date for review .......................................................