

# Parkfield Primary School

## Teaching Assistant – Job Description



### Job details

**Salary Range:** Spinal Points 7-10: £30,279 - £31,607 (pro-rata)

**Contract type:** 33.25 hours, term-time only, daily, permanent

**Reporting to:** Vice Principal (Inclusion)

### Main purpose

The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils within The Orchard (enhanced provision)
- Provide learning and care support for pupils with SEND
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

### Duties and responsibilities

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the overseeing teacher(s) and increase achievement of all pupils
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures to ensure a good and safe learning environment
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teachers and Vice Principal (SENDCo)
- Supervise a small group of children in the enhanced provision alongside other support staff colleagues
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher or Vice Principal (SENDCo)

#### Supporting pupils

- Build positive relationships with all pupils in the provision, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the planning, delivery and review of individual education and support plans regularly

#### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress
- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the learning environment areas for activities according to the given planning
- Contribute and support with the integration in and out of the enhanced provision

#### Working with parents, colleagues and other relevant professionals

- Communicate effectively with other staff members, pupils and with parents of the pupils in provision
- Share and communicate knowledge and understanding of pupils to other staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to review meetings with parents by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Understand role in order to be able to work collaboratively with teachers and other colleagues, including specialist advisory teachers

- Develop effective professional working relationships and lines of communication with colleagues within the provision, the teacher(s) of allocated pupils and the Vice Principal (SENDCo)

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset, are in need of intimate care or first aid

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

#### **Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** October 2025

**Next review date:** October 2026

**Principal's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_