

Job description: Teaching Assistant

Employment details

Job title:	Teaching Assistant
Reports to (job title):	Senior Leadership Team
Type of position:	Support Staff
Hours of work: (to include lunch cover / handover time)	32.5 hpw
Level and scale point:	Grade 4
Contract:	Temporary – (January to December 2026)
Start Date:	5th January 2026

Job Purpose

To work flexibly within our setting to support the teaching staff and thereby enhance the development and education of pupils in accordance with the aims and policies of the school.

Areas of responsibility:

MAIN RESPONSIBILITIES

- Assist teaching staff in the delivery of learning activities and work programmes across all primary key stages, and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
- Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.

Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
Monitor individual pupil's progress, achievements and development, and report these to the teaching staff/line manager to inform decisions taken regarding any relevant SEND paperwork, Behaviour Plans or Personal Care Programmes for a pupil. Staff may be directed to support an individual pupil with identified needs where appropriate.
Where relevant, work closely with the class teacher, SENDCo and other professionals to implement targeted interventions and adapt activities to meet individual needs, including applying Ordinarily Available Inclusive Provision strategies.
Liaise with parents and carers, in conjunction with the teaching staff, to ensure effective communication concerning the pupils' well-being.
Record pupil information, as specified by the teaching staff/line manager, to ensure the school's information systems are maintained.
Attend to the personal, social and physical needs of pupils so that their well-being is maintained.
Prepare and maintain the learning environment, equipment and resources as directed.
Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
Attend staff and other meetings and participate in staff training development work and staff reviews as required
Carry out basic administrative tasks; filing, laminating, binding, photocopying.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.