

JOB DESCRIPTION



Job Title: Teaching Assistant

Job Location: **Dunn Street Primary School**

Responsible to: Board of Trustees- Tyne and Wear Learning Trust

Purpose

To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of care, learning and support activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Key Duties and Responsibilities

1. Provide support to pupils. You will:

- Provide supervision and targeted support for pupils, including those with special educational needs, ensuring their safety, wellbeing, and full access to learning activities.
- Support pupils' personal care and welfare needs, implementing agreed programmes relating to social, health, physical, hygiene, first aid, and emotional wellbeing.
- Contribute to the development and delivery of Individual Education Plans (IEPs), Behaviour Support Plans, and Personal Care programmes, under the direction of the teacher and SENCo.
- Build positive, supportive relationships with pupils, responding sensitively to their individual needs and promoting emotional security and confidence.
- Promote inclusion and equality of opportunity, ensuring all pupils feel valued, supported, and able to participate fully in school life.
- Encourage positive interaction with peers and support pupils' engagement in teacher-led and independent learning activities.
- Set high but realistic expectations for pupils, fostering self-esteem, resilience, and increasing independence.
- Provide constructive feedback to pupils on their progress and achievements, in line with teacher guidance.
- Deliver targeted 1:1 support and mentoring for pupils requiring additional or specialist intervention.
- Lead small group learning activities as part of agreed teaching programmes, reinforcing and extending classroom learning.
- Support enrichment and developmental activities beyond the classroom, including educational visits and community-based learning, where appropriate.

2. You will provide support for the Teacher. You will:

- Establish and maintain a purposeful, well-organised, and supportive learning environment in line with lesson plans, including supporting the display of pupils' work.
- Work in partnership with the teacher to implement effective strategies that support pupils in achieving their learning objectives.
- Contribute to the planning and preparation of learning activities and lessons.
- Observe and monitor pupils' engagement and responses to learning activities, accurately recording progress and achievement as required.

- Provide clear, detailed, and regular feedback to teachers regarding pupils' progress, attainment, and any emerging concerns.
- Support positive pupil behaviour by addressing incidents promptly and consistently in accordance with school policies, while encouraging pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and undertake routine marking of pupils' work under the guidance of the teacher.
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.

3. Provide support for the curriculum. You will:

- Deliver structured and agreed learning activities and teaching programmes, adapting tasks and approaches in response to pupils' needs and engagement.
- Support learning in line with local and national frameworks, including the National Curriculum and the Early Years Foundation Stage (EYFS), as appropriate.
- Assist in the effective use of ICT to enhance learning, helping pupils to develop confidence, independence, and digital skills.
- Prepare, organise, and maintain learning resources and equipment to support lesson objectives, and assist pupils in using them safely and effectively.

4. Provide support for the school. You will:

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime or breaktimes, this can include working outside, or in a different classroom.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group, or individual, under the supervision of the teacher.
- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by Tyne and Wear Learning Trust

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Tyne and Wear Learning Trust's records and information.

The post holder must carry out their duties with full regard to Tyne and Wear Learning Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other policies.

The postholder must comply with Tyne and Wear Learning Trust's Health and Safety rules and regulations and with Health and Safety legislation.