

## JOB DESCRIPTION

<b>Post Title: Key Stage 1/ 2 Teaching Assistant</b>		
<b>Grade: 6 (SCP 15-23) £22,721- £26,213</b>	<b>Workplace: New Leaf School</b>	
<b>Responsible to: Key Stage 1/ 2 Lead</b>	<b>Date: September 2025</b>	
<p><b>Job Purpose:</b> To work under guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise classes occasionally during the short absence of the teacher. The primary focus will be to maintain good order and to keep pupils on task.</p>		
<p><b>Duties and key result areas:</b></p> <p><b><u>Key Areas of Responsibility</u></b></p> <p><b>Support for Students:</b></p> <ul style="list-style-type: none"> <li>• Use specialist (curricular/learning) skills/training/experience to support pupils</li> <li>• Assist with the development and implementation of Individual Education Plans</li> <li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs</li> <li>• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>• Provide feedback to pupils in relation to progress and achievement</li> <li>• Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters as required</li> </ul> <p><b>Support for the Teacher:</b></p> <ul style="list-style-type: none"> <li>• Work with the teacher to establish an appropriate learning environment</li> <li>• Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate</li> <li>• Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives</li> <li>• Provide objective and accurate feedback and reports as required, to the teacher on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence</li> <li>• Be responsible for keeping and updating records as agreed by the teacher, contributing to reviews of system/records as requested</li> <li>• Undertake marking of pupils' work and accurately record achievement/progress</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> </ul>		

- Liaise sensitively and effectively with parent/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework; produce worksheets for agreed activities etc.

#### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting according to pupils' responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS2, early years; and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

#### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person and record on CPOMS
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings within normal contractual hours
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits and out of school activities as required

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and their level of experience.

## Person Specification

Attributes	Essential	Desirable
<b>Experience</b>	Some experience in the care and/or education of children. .	Some experience of working with people with a range of special needs. Some experience of planning, monitoring and assessment of pupils' work. Some experience of working in an educational setting
<b>Skills/Abilities</b>	Able to contribute constructively to and work effectively as a member of a team. Able to work on own initiative with parents/carers and the child's community within an agreed framework and set of objectives. Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc. Able to contribute to the support of children in all areas of personal and educational development. Able to keep accurate records. Able to support learning in numeracy at Key Stage 1/2. Able to support learning in literacy at Key Stage 1/2.	Basic information technology skills, e.g. word-processing, databases, spreadsheets.
<b>Equality Issues</b>	Able to recognise common forms of discrimination and to report this if detected. Some understanding of the issues in an urban multi-cultural context.	
<b>Specialist Knowledge</b>	GCSE Maths and English (A-C) or equivalent essential.	Some knowledge of how pupils learn. Some knowledge of curriculum requirements.
<b>Education and Training</b>	Able to commit to relevant job training.  Willing to undertake First Aid training and to apply this in the school.	