



JOB DESCRIPTION

Job Title:	Teaching Assistant
Grade:	C
Hours:	11 hours per week (Mon, Tues, Thurs afternoon and Fri morning; or Tues and Thurs all day)
Responsible to:	Headteacher
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Children, headteacher, teachers, support staff and local governors <u>External:</u> Parents/carers

Main Purpose of Job

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Duties and Responsibilities

Support for pupils:

- To create a safe, welcoming and inclusive environment for all children.
- Supervise and assist individuals/small groups of pupils in activities set by teachers or by the TA with teacher guidance.
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- Build the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils.

- To support intimate care when necessary.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- Foster links between home and school.

Support for Teachers:

- Support the teacher in implementing specific teaching programmes / assist with the planning of learning activities.
- Create and maintain a purposeful, orderly and supportive environment and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Will occasionally be required to supervise the class for brief periods in a lesson where the classroom teacher is not available.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended outcomes.
- Liaising with the class teacher, SENDCO and other professionals about intervention plans and EHCPs, contributing to the planning and delivery as appropriate.
- To contribute towards reviews of the pupils' progress as appropriate.

Support for the Curriculum:

- Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Take every opportunity to develop pupils' language, reading, mathematics and related skills as directed.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.

Support for the School:

- To be professional and a good role model to the children and other staff members at all times.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and 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, breaktimes and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.



PERSON SPECIFICATION

Job Title: Teaching Assistant

School: Landulph Primary School

Attributes	Essential	Desirable	How identified
Relevant Experience	<p>Experience and understanding of working with children</p> <p>Experience of working as part of a team</p>	<p>Experience of supporting children with SEN</p> <p>Experience of challenging the more able</p>	<p>Application</p> <p>Interview</p>
Education and Training	<p>GCSE grade 4-9 (A*-C) in Maths and English or equivalent level 2 qualifications</p>	<p>NVQ2 qualification, or equivalent</p> <p>Specialist training or experience of speech, language support programmes, using Makaton or other similar skills</p> <p>Evidence of recent, relevant professional development</p> <p>First aid qualification</p> <p>HLTA qualification</p>	<p>Application</p>
Knowledge and Skills	<p>Knowledge of the Early Years Foundation Stage, Key Stage 1 and 2</p>	<p>An understanding of Thrive/TIS approaches</p>	<p>Interview</p>

	<p>Good skills in English, Maths and IT</p> <p>Able to act as a role model for children by setting high personal and professional standards</p> <p>Able to develop a successful rapport and working relationship with all children and families</p> <p>Able to use a positive approach to learning and behaviour management</p> <p>Good communication skills</p> <p>Able to liaise with parents</p>	<p>Knowledge of SEND e.g. ADHD, Autistic Spectrum</p>	
Any Additional Factors	<p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>High expectations of learning for all children</p> <p>Support the values of Landulph School</p> <p>Believes in the inclusion of all learners</p> <p>Approachable and caring</p> <p>Commitment to equality of opportunity</p>	<p>Willing to engage in CPD opportunities to move personal learning forward</p> <p>Willing to be involved in the wider life of the school</p>	<p>Interview</p>

	irrespective of race, gender or disability Displays warmth, care and sensitivity in dealing with children		
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Date Updated: March 2025

Updated by: Senior HR Officer