



## Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Teaching Assistant – Level 3 Ks1 / KS2</b>
<b>Reporting to</b>	<b>Attendance, behaviour and inclusion senior lead</b>
<b>Main purpose of job</b>	To work under the guidance of teaching and/or senior staff, and within an agreed system of supervision, to deliver planned learning activities and support programmes to individuals or groups—both within and outside of the classroom. This may include pupils requiring targeted or specialist support. The role involves contributing to the full planning, delivery, and assessment cycle, supporting the teacher in raising standards of achievement, and assisting with the preparation, organisation, and management of learning resources and the learning environment.
<b>Support for pupils</b>	
<ul style="list-style-type: none"><li>• Apply a secure understanding of primary pedagogy and child development to effectively support pupils in Key Stages 1 and 2</li><li>• Use your expertise and experience to meet the diverse needs of pupils, including those with SEND, EAL, and varying levels of attainment</li><li>• Establish and maintain positive, respectful relationships with pupils, acting as a consistent role model and upholding high expectations for learning and behaviour</li><li>• Champion inclusion and equality by supporting the full participation of all pupils and celebrating individual differences and backgrounds</li><li>• Provide tailored support that reflects the unique needs of each pupil, adapting approaches to maximise engagement and progress</li><li>• Promote teamwork and social development by encouraging pupils to collaborate through structured group activities and cooperative learning</li><li>• Develop pupils' independence and resilience by modelling, teaching, and reinforcing strategies for self-regulation and problem-solving</li><li>• Offer timely, constructive feedback that reinforces achievement, builds confidence, and supports progress against learning objectives</li><li>• Support the implementation, monitoring, and review of personalised support plans, interventions, and behaviour strategies in collaboration with the class teacher and SENDCO</li></ul>	

### **Support for teacher**

- Collaborate with the teacher to create a stimulating, safe, and inclusive classroom environment that supports learning across the curriculum
- Support the teacher in planning, delivering, and reviewing lessons, suggesting adaptations based on pupil needs and lesson outcomes
- Monitor pupil engagement and progress during learning activities through observation, questioning, and recording against set objectives
- Provide timely, objective, and accurate feedback to the teacher on pupil achievement, behaviour, and development, maintaining appropriate evidence to inform next steps
- Assist with maintaining accurate pupil records and contribute to the review and evaluation of support strategies and learning plans
- Undertake marking in line with school policy and contribute to assessment by recording pupil attainment and progress as agreed with the teacher
- Promote positive attitudes, high expectations, and good behaviour, applying the school's behaviour policy consistently and encouraging pupil responsibility
- Communicate with parents and carers, as directed by the teacher, with professionalism and sensitivity, supporting the sharing of pupil progress and wellbeing
- Provide administrative support such as preparing differentiated learning materials, organising resources, and supporting classroom displays
- Supervise and deliver pre-set work to the class during the teacher's PPA time or short-term absence, ensuring a calm and purposeful learning environment is maintained

### **Support for the curriculum**

- Deliver agreed learning activities and teaching programmes, making responsive adjustments to meet pupils' individual needs and levels of engagement
- Implement local and national curriculum strategies effectively, using linked activities to reinforce and develop pupils' core knowledge and skills
- Support the integration of ICT in the classroom, helping pupils build confidence and independence in using digital tools and platforms
- Provide targeted support to help pupils access the curriculum, using specialist strategies or resources where appropriate
- Identify and prepare the necessary general and specialist equipment, ensuring resources are well-maintained and ready to support high-quality learning experiences

### **Support for the school**

- Promote equality, diversity, and inclusion, ensuring all pupils have equitable access to learning and development opportunities
- Contribute positively to the wider ethos, aims, and values of the school, supporting a collaborative and child-centred environment
- Develop effective working relationships with external agencies and professionals, liaising with the class teacher to support pupil progress and wellbeing
- Attend and actively participate in staff meetings, briefings, and professional discussions as required
- Engage in ongoing training, professional development, and school-based learning opportunities to enhance skills and knowledge
- Identify and share personal areas of strength to support and advise colleagues, fostering a culture of continuous improvement
- Support the induction, training, and development of other staff members when appropriate, including contributing to team development
- Supervise pupils during out-of-school learning activities, including clubs and enrichment opportunities, following school safeguarding and behaviour policies
- Accompany and supervise pupils on educational visits, day trips, and off-site activities to ensure safety and positive behaviour
- Participate in the delivery of breakfast and after-school provision on a rota basis, supporting pupils in a safe and nurturing environment

**All employees have the responsibility to:**

- Ensure that all documentation and communications produced are of a high standard and align with the school or trust's branding and presentation guidelines
- Understand and adhere to all policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality, and data protection; report concerns promptly to the appropriate designated person
- Actively engage in training and continuing professional development as required to support effective practice and personal growth
- Participate fully in the school's People Development Strategy (PDS) process, contributing to the evaluation and improvement of individual and collective performance
- Support the training and development of colleagues where appropriate, providing supervision and sharing expertise in line with responsibilities
- Promote your area of responsibility both within the school and across the wider community or trust, where relevant
- Represent the school or academy at events, meetings, and activities as appropriate to your role
- Champion and uphold the values, vision, and ethos of the school or academy in all interactions and work undertaken
- Carry out any other duties and responsibilities within the scope of the role, as reasonably required
- Undertake any additional tasks or responsibilities as directed by the Chief Executive, Academies Director, or Executive Headteacher

*The job description will be reviewed as necessary as part of the People Develop Strategy and is subject to modification and amendment at any time after consultation with the post holder*