

## JOB DESCRIPTION



**Job Title:** Teaching Assistant

**Job Location:** Marine Park 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.**

