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| Birchwood Avenue Primary School |  |
| Teaching Assistant Job Description |

**Grade: H2, 32.5hrs/week**

**Main purpose**

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.

**Key responsibilities**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher/SLT as appropriate.
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils’ work and contribute to maintaining a safe environment.

**Teaching Assistants in this role may also undertake some or all of the following:**

1. Record basic pupil data.
2. Support children’s learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

* The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.
* Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
* Carries out allocated tasks under the supervision of a teacher, problems generally referred.

**Knowledge, Skills & Abilities**

* Good level of proficiency in spoken and written English.
* English and Maths GCSEs (or equivalent)
* Carries out allocated tasks under the supervision of a teacher, problems generally referred.
* Communicates with pupils to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/ carers where appropriate.
* Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
* Setting up and use of educational equipment and/or keyboard skills.

**Supervision**

* The jobholder will usually be managed by a member of the school's senior leadership team.
* Day to day direction/ supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher.
* Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional.
* The post holder will have no supervision responsibilities of other staff.
* The post holder may demonstrate own duties to new or less experienced staff.

May 2025