



Job Description and Role Overview

JOB TITLE: Teaching Assistant

LINE MANAGER: Principal

SALARY RANGE: H3

CORE HOURS: Flexible

Purpose of the Job:

To support the delivery of high-quality teaching and learning under the guidance of the Inclusion Lead. The role includes leading whole class teaching sessions, ensuring continuity of learning, promoting pupil engagement, and maintaining a positive and inclusive classroom environment.

Core Duties:

1. Plan, prepare, and deliver specified learning activities to individuals, small groups, and whole classes, modifying and adapting activities as necessary under the direction of the Inclusion Lead or class teacher.
2. Take responsibility for whole class teaching when required, ensuring effective classroom management and delivery of planned lessons.
3. Assess, record, and report on pupil development, progress, and attainment.
4. Liaise with staff and other relevant professionals to provide information about pupils as appropriate.
5. Use specific targets and outcomes to plan, evaluate, and adjust teaching and learning strategies.
6. Assess the needs of pupils and use knowledge and specialist skills to support their learning.
7. Support pupils' social and emotional well-being, reporting and communicating concerns as appropriate.
8. Develop and implement Individual Development Plans (e.g., IEPs), including attending and contributing to review meetings.
9. Contribute to the development of school policies and procedures.
10. Provide cover supervision of classes, ensuring continuity of learning in the teacher's absence.
11. Supervise or support the development of other classroom support staff.
12. Prepare, maintain, and manage resources and materials for learning activities.
13. Liaise with external agencies as required.
14. Provide pastoral care to pupils, including acting as a tutor or head of year if needed.
15. Support pupils not working to the normal timetable.
16. Assist pupils with personal care needs, encouraging independence.
17. Support the recording of statutory assessments, where required.
18. Contribute to the presentation and maintenance of classroom and school displays.

Job Context:

- This role is part of a wider team of teaching assistants, with responsibilities aligned to the evaluated pay grade.
- Work is guided by the school day and curriculum, under the direction of teaching staff.
- Tasks are carried out under supervision, with more complex issues referred to senior staff.

Knowledge, Skills & Abilities:

- Working towards or holding relevant qualifications (e.g., Level 2/3 Certificate in Supporting Teaching and Learning or equivalent experience).
- Ability to communicate effectively with pupils, staff, and parents/carers.
- Knowledge of safeguarding, child protection, and health and safety procedures.
- Competence in using educational equipment and ICT to support learning.

Supervision:

- Managed by a member of the SLT or senior teaching assistant.
- Day-to-day direction from class teachers.
- May demonstrate duties to new or less experienced staff.

Problems, Demands & Decisions:

- Follows detailed instructions with limited discretion; complex issues are referred.
- Requires concentration when working with individuals or groups.
- May encounter emotionally demanding situations or behaviours.

Dimensions:

- Responsible for safe use of ICT and learning equipment.
- Records basic pupil data.

Physical Effort:

- Combination of standing, sitting, and walking.
- May involve lifting children or working in low seating positions.

Working Environment:

- Exposure to noise, outdoor conditions, and occasional dysregulation.
- May assist with toileting or cleaning up after accidents or illness.

Safeguarding Requirements:

- Comply with all safeguarding, health and safety, and data protection policies.
- This post requires an enhanced DBS check.
- Ensure key safeguarding documents are read and understood.

Appraisal Cycle:

- This role is reviewed annually through the appraisal process, with a mid-year review to assess progress.
- Staff are expected to collect evidence of achievements against agreed targets, aligned with professional standards for teaching assistants.

Revised: June 2025

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| Employee’s Name: | |
| Date of Review: | |
| Employee Signature: | |
| Line Manager Signature: | |

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.