

Teaching Assistant (H2) – Job Description

Main Purpose of the Job

- Work under the specific supervision, instruction, and guidance of the class teacher to support teaching and learning activities in the classroom.
- Provide general support to the class teacher in the organisation and management of pupils and the classroom.
- Assist the teacher in creating and maintaining a purposeful, orderly, and supportive learning environment.
- Promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- Support pupils' behaviour and emotional wellbeing in line with the school's policies.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
- Work flexibly across classes or year groups as required.

Key Responsibilities

Support for Pupils

- Work with individuals and groups of pupils to deliver learning programmes under the supervision of the class teacher and SENDCO.
- Encourage pupils to interact with others and engage in teacher-led activities.
- Support pupils in developing independence, self-esteem, and social skills.
- Assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed, or unsettled.
- Assist pupils with personal needs as appropriate.
- Support pupils with SEND, including those with EHCPs, and EAL pupils by implementing agreed strategies and interventions under the guidance of the teacher and SENDCO.
- Support the use of ICT and other learning aids as directed by the teacher.

Support for the Teacher

- Prepare and maintain basic classroom resources and equipment, assisting pupils in their use.
- Provide feedback to teachers on pupils' achievement and progress, including progress in meeting Individual Education Plan targets.
- Administer and mark routine work under the guidance of the class teacher and in line with the school's marking policy.
- Assist in planning work and activities as required.
- Provide general clerical support to the teacher (e.g., photocopying, laminating, filing).
- Support the different needs of individual pupils to ensure they have equal opportunities to access the curriculum and develop their skills.

Support for the School

- Comply with all child protection, health and safety, SEN/Inclusion, confidentiality, and data protection policies; report concerns to the designated person.

- Assist with supervision of pupils out of lesson time but during the school day, within contracted hours, as necessary for their safety.
- Accompany teaching staff and pupils on visits, trips, and out-of-school activities within contracted hours as required.
- Maintain appropriate professional boundaries with pupils and follow the school's safeguarding and whistleblowing procedures.
- Develop positive professional relationships with colleagues, external agencies, pupils, and their parents.
- Participate in training, staff meetings, and performance management arrangements as required.
- Engage in continuous professional development relevant to the role.

This job description may be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but outlines the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to the safeguarding of children and adults. All job offers are subject to a satisfactory DBS check and two written references.