Gade Valley Primary School

Job Description: Teaching Assistant

Job Title: Teaching Assistant

Scale: H3

Responsible to: The Headteacher and the Governing Body

Supervision: A member of the SLT

Key Responsibilities:

Pupil Support and Learning

- Support pupils' learning across the curriculum, working with individuals and small groups to accelerate progress.
- Assist in the planning, development, and delivery of targeted interventions.
- Observe, monitor, and record pupils' progress, adapting support strategies to meet individual needs.
- Promote the development of literacy, numeracy, language, and communication skills.
- Support children with Special Educational Needs (SEN), bilingual learners, and those requiring additional support.

Pastoral Care and Wellbeing

- Contribute to the emotional, behavioural, and pastoral support of all pupils.
- Provide personal care where required (e.g., toileting, dressing, changing, administering medication such as an EpiPen) in line with school policies.
- Promote a safe, inclusive, and supportive learning environment.
- Uphold and model the school's values, ethos, and behaviour expectations.

Classroom and Curriculum Support

- Work closely with the class teacher to plan and deliver engaging learning activities.
- Prepare and organise learning resources (e.g., displays, materials, photocopying).

- Support classroom management and maintain positive behaviour in line with school policies.
- Assist with maintaining accurate pupil records and documentation.
- Contribute to extra-curricular and school events (e.g., parents' evenings, concerts, trips).
- Support with pupil.

Collaboration and Communication

- Work as part of a team with teachers and other professionals (e.g., SEN staff, therapists, social workers).
- Communicate effectively and sensitively with pupils, staff, and parents/carers where appropriate.
- Report any concerns regarding pupil welfare or safeguarding promptly.
- Follow all safeguarding procedures and report any suspected or actual cases of abuse to the designated safeguarding lead.

Administrative and General Duties

- Carry out administrative tasks to support teaching and learning.
- Assist with the organization of the classroom and learning environment.
- Support the safe supervision of pupils during school routines, including arrival, departure, and educational visits.

Class Supervision (Occasional)

From time to time, supervise whole classes during short-term teacher absence. When covering:

- Deliver pre-planned lessons provided by the class teacher.
- Monitor pupil engagement, participation, and progress.
- Provide feedback to the teacher on pupil learning and behaviour.
- Maintain a safe, organised, and purposeful learning environment.
- Apply behaviour management strategies in line with school policies.

Professional Responsibilities

- Attend relevant training, staff meetings, and professional development activities.
- Take responsibility for continuous professional development.
- Maintain confidentiality at all times.
- Comply with all school policies and procedures, including safeguarding, equality, and behaviour policies.

Health & Safety

- Carry out all duties in accordance with the school's Health and Safety Policy.
- Fulfil responsibilities under the Health and Safety at Work Act 1974 and related legislation.

Other Duties

- Undertake any other reasonable duties as directed by the Headteacher or line manager, in line with the scope of the role.

Name of Post holder:

Date :

Signature of Post holder:
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Signature of Headteacher……