



**Queensway Primary School**  
**Teaching Assistant Job Description (2026 Update)**

**POST TITLE: TEACHING ASSISTANT**

**GRADE: 4**

**REPORTING TO: SLT and Class Teachers**

**PURPOSE OF THE JOB**

To work under the direction of teaching and senior staff to provide flexible, responsive and high-quality support to enable all pupils, including those with SEND, complex needs, and high-level 1:1 requirements, to access learning, develop independence, and thrive socially, emotionally and academically.

**CORE RESPONSIBILITIES**

**SUPPORT FOR PUPILS**

- Provide tailored support to pupils with a wide range of needs, including cognition and learning, SEMH, communication and interaction, sensory and physical needs.
- Deliver 1:1 interventions, small-group support, and general in-class assistance as directed following planning, and guidance. Be proactive in seeking clarification when needed.
- Use all training as directed, applying approaches and techniques reliably.
- Support pupils with personal care, medical needs, and intimate care routines where required in line with agreed plans, ensuring dignity and safety at all times.
- Implement strategies from EHCPs, Behaviour Support Plans, and other personalised plans consistently and accurately.
- Promote positive relationships, emotional regulation, independence and resilience.
- Maintain confidentiality and professional boundaries at all times.

**SUPPORT FOR TEACHING AND LEARNING**

- Assist with lesson preparation, differentiation and resource adaptation.
- Promote wanted behaviours in accordance with the school's behaviour policy and any individual support plans.
- Support children's emotional regulation using trauma-informed and restorative approaches, ensuring expectations are clear, calm and followed through.
- Use digital tools and assistive technology to enhance learning access.
- Contribute to assessment by observing, recording and reporting progress, providing clear and sufficiently detailed feedback to colleagues verbally and in written form when required.

**CURRICULUM AND INTERVENTION SUPPORT**

- Deliver targeted interventions (phonics, early reading, maths, speech & language, social skills etc.).
- Adapt curriculum materials to ensure accessibility.
- Support pupils in developing digital literacy and safe technology use.

**SUPPORT FOR THE SCHOOL**

- Uphold safeguarding, confidentiality, data protection and equality policies. Complete CPOMS logs accurately, promptly and with appropriate detail.
- Work collaboratively with teachers, therapists, external agencies and families.
- Supervise pupils during unstructured times maintaining vigilance, safety and consistent expectations.
- Participate in CPD, including SEND, behaviour, medical, first aid and ELSA/Thrive training where appropriate and fully implement learning.

## **ADDITIONAL RESPONSIBILITIES AND SCHOOL VALUES**

In addition to the responsibilities outlined above, Teaching Assistants are expected to carry out reasonable requests that support the effective running of the school. These may include, but are not limited to:

- Supporting alternative provision or flexible timetables as directed by senior staff.
- Providing short-term cover for colleagues where appropriate (within role boundaries).
- Assisting with whole-school events, themed days, community engagement activities and enrichment sessions.
- Adapting quickly to changes in pupil needs, timetables, or intervention plans.
- Contributing to creating safe, calm and purposeful learning environments across the school site.

## **EMBEDDING SCHOOL VALUES: RESPECT, KINDNESS AND RESILIENCE**

- Model respectful behaviour in all interactions with pupils, colleagues, families and visitors.
- Demonstrate kindness through empathy, patience and supportive communication.
- Promote resilience by encouraging pupils to persevere, use problem-solving strategies and develop confidence.
- Uphold these values consistently, contributing to the culture and ethos of the school both inside and outside the classroom.