

**St James’ CEC Primary School, Emsworth**

**Job Description: Teaching Assistant**

**Title                   Teaching Assistant**

**TA Role             Work alongside the teacher to provide inclusive provision for**

**all our pupils**

**Salary                Grade B**

**Hours               Monday to Friday, 8:50am - 3.20pm**

**Contract Type  Fixed Term until 31/08/26**

**Reporting to     Inclusions Manager**

**Job Purpose**

To work under the guidance of class teachers and the Inclusion Manager, to provide support which enables the effective inclusion of all pupils within the school environment.  Including: ensuring pupil safety, adaptation to support pupils to thrive within our curriculum, utilisation of their strengths and interests, supporting early communication skills and personal social emotional development, as well as providing intimate care where required.

As a proactive member of our team, to work collaboratively to support all pupils to make their best possible progress, enhancing child-led and play-based learning through your interaction with pupils.  In addition, to undertake identified interventions with individuals and small groups, with a particular focus on attention, speech and language, phonological awareness and phonics.

**Duties and responsibilities – Teaching Assistant**

* Help children of all abilities, including pupils with special educational needs, to learn as effectively and independently as possible, both individually and in small groups.
* Run a range of interventions to support individuals and small groups, carefully tracking progress, with a particular focus on attention, speech and language development, phonological awareness and phonics.
* Prepare materials and resources to support individuals and small groups as well as engaging classroom activities, adapting them as necessary to meet the needs of the pupils.
* Support children’s social-emotional development, and resilience when approaching learning tasks.
* Follow bespoke plans which are in place to support individual children.
* Supervise a class if the teacher is temporarily unavailable and support another teaching assistant leading the class during PPA time, if required.
* Contribute to the creation of displays, in accordance with the requirements of the teacher, in order to facilitate a stimulating physical learning environment.
* Participate in educational visits and off-site activities, to support the full engagement of the children.
* Adhere to all school safeguarding procedures and school policies and participate in training.
* Ensure the health and safety of children and report any concerns or details of accidents/incidents.
* Promote the safety and wellbeing of pupils, and help to safeguard pupils by following the requirements of Keeping Children Safe in Education and our school’s child protection policy.
* Assist in the general care of the learning environment by keeping curriculum resources, in classrooms and around the school, tidy and in good order.
* Support and uphold the school’s Christian ethos, vision and values.
* Undertake any other relevant duties given by the class teacher.

**General**

* Attend relevant in-service and external training when required, including weekly Teaching Assistant meetings, identified INSET days and Safeguarding training.
* Administer first aid, in line with Local Authority guidelines.
* Carry out any other reasonable tasks in keeping with the post, as specified by the Headteacher.

**Equality Opportunity**

The post holder will be expected to undertake all duties in the context of and in compliance with the school’s and council’s equal opportunities policies.

**Safeguarding Children**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an Enhanced DBS clearance.