|  |  |
| --- | --- |
| **Role Title**  | Teaching Assistants **TA** (also covers Special Teacher Assistants, & Special Needs Assistants) |
| **Reports To**  | Class teacher/ SENDCO/ Member of School Leadership Team  |
| **Role Purpose:** (*why the role exists)*  | To work in partnership with the teacher to foster effective participation of pupils in the social and academic processes of the school |

**Purpose of the Role:**

At West Meon Primary, the teaching and support staff work together to create an environment where children’s needs are met so they are able to thrive and achieve. The role of TA is an integral part of the holistic approach we practice. The purpose of the TA is to provide vital support in the delivery of high-quality education and pupil care by assisting the teacher in classroom activities, helping students access learning, and ensuring an inclusive and safe environment where every child can succeed.

**Key Responsibilities**

* Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
* Work closely with the class teacher to support lesson delivery and classroom management.
* Provide one-on-one or small group support to students who need additional help.
* Prepare learning materials, displays, and classroom resources.
* Support pupils with personal development, emotional well-being, and behaviour.
* Help implement individual learning plans and support children with special educational needs (SEN).
* Supervise children during break times, school trips, or other activities.
* Promote positive relationships and an inclusive learning environment for all.

**Professional Attributes**

* + Friendly, calm, and patient, especially when working with young or vulnerable students.
	+ Good communication skills and a team-player attitude.
	+ Demonstrate the ability to build positive relationships with children and their families
	+ Organised and proactive in managing tasks and supporting others.
	+ Passion for education and creating meaningful learning experiences.
* Be able to support learning in line with the primary curriculum
	+ Understanding of safeguarding and commitment to child protection policies.

**Personal Characteristics**

* Someone who enjoys working with children and who models the values of curiosity, patience, respect and inclusion
* A team player
* Strong and resilient to support vulnerable children
* Be able to work flexibly, independently and proactively
* Clearly understand confidentiality and safeguarding in a school setting