



## JOB DESCRIPTION

### Teaching Assistant (TA)

**NAME OF SCHOOL: Ss Philip and James C of E Primary School**

**POST TITLE:**  
Teaching Assistant (TA)

**GRADE:**  
6

**ACCOUNTABLE TO:** The Headteacher

#### Job details

Salary: Grade 6

Hours: Full time: 8:30am – 3.30pm, 5 days per week, term time only

Contract type: full-time/part-time, permanent

Reporting to: Deputy Headteacher

#### Main purpose

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

#### Duties and responsibilities

- Support the teaching of a broad and balanced curriculum aimed at all pupils achieving their full potential in all areas of learning
- Support teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Support pupils both physically and emotionally
- Consistently use effective behaviour management strategies in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

#### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate
- Read and understand lesson plans shared prior to lessons
- Prepare the classroom for lessons

#### Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Develop effective professional relationships with colleagues

#### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

#### **Professional development**

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Other areas of responsibility**

##### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school