**JOB DESCRIPTION**

**JOB TITLE: Teaching Assistant**

**PURPOSE OF JOB**

To work under the direct instruction of the teacher/SENCO, Headteacher usually in the classroom with the teacher, to support access to learning for pupils and provide quality support to the pupils and to the teacher ensuring outcomes are met.

**Learning**

* Assist with the planning and delivery of teaching activities, sometimes teaching small groups or the class.
* Work under the direction of the classroom teacher, assisting children in small groups / individuals.
* Assist in the educational and social development of children under the direction and guidance of the Head teacher, SENCO and class teachers.
* Assist in the implementation of Individual Education Programmes for children and help monitor their progress and provide feedback to teachers.
* Provide support for individual children inside and

outside the classroom to enable them to fully participate in activities.

* Support children with emotional or behavioural problems and help develop their social skills, reporting any issues when required.
* Listen to pupils read and read to pupils as a class, group, or one to one.
* Support the teaching of phonics as a class, group or with individuals.
* Implement behaviour management policies.

**Administrative Duties**

• Assist with photocopying and routine classroom administrative tasks.

• Maintain classroom and corridor display areas.

• Alongside the teacher help to keep the classroom in a tidy and safe order.

• Supervise outdoor play activities where required.

• Assist class teachers with maintaining children’s records.

• Attend any team and staff meetings as required.

• Attend two inset days.

**Pastoral Care**

• Supervise cloakroom and toilet visits as necessary.

• Assist with changing and dressing for P.E. and swimming.

• Assist at Lunchtime.

• Participate in playground and lunch duty.

• Assist in the general movement of children around the school.

• Be proactive in matters relating to health and safety, safeguarding and child protection.

**Knowledge and Skills**

* Support the aims and ethos of the school.
* Be an active and willing member of the school and classroom team.
* Ability to take responsibility for the delivery of specific tasks with the class.
* Excellent numeracy, literacy and communication skills.
* Ability to effectively use ICT to support learning.
* Set an excellent example in terms of dress, punctuality and attendance.
* Have a positive approach to working with children and the ability to motivate, inspire and build rapport.
* A strong regard for pupil safety, wellbeing and confidentailtiy.
* Participate in the performance and development review process, taking personal responsibility for identification of learning and training needs.

**CHILD PROTECTION**

* Ensuring awareness of responsibilities under children protection legislation and reporting concerns to Designated Safeguarding Lead (Suzanne Thompson or Deputy Safeguarding Leads Rebecca Windridge and Sarah Appleby). To follow the children protection procedures adopted by the Somerset Local Safeguarding and children’s board and the school’s safeguarding and e-safety policy.

**E-Safety**

* Ensuring awareness of responsibilities under e-safety policy and reporting concerns to E-safety lead Jan Hirons. To follow school policy procedures.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Spring 2025

Signed ………………………………………………………………………………………………………………………