

Job Description: Teaching Assistant



Creech St Michael C of E Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Salary: Grade 14 (General Classroom Support) / Grade 13 (SEND TA) dependent on experience
Hours: 30 Hours
Contract type: Full Time / Part Time – please refer to advert
Reporting to: Headteacher

Main Purpose

The TA will:

- ❖ Work with class teachers to raise the learning and attainment of all 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
- ❖ Under the direction of the class teacher and SENDCO support the inclusion of individual children who have an EHCP by following their individualised timetable, working and supporting them 1 to 1 when required, including 1 to 1 supervision during break and lunchtimes.

Duties and Responsibilities

Teaching and Learning

- ❖ Demonstrate an informed and efficient approach to 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)
- ❖ Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- ❖ Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- ❖ Use effective behaviour management strategies consistently 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, including playground and lunchtime duties

Planning

- ❖ Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate under the guidance of the class teacher
- ❖ Read and understand lesson plans shared prior to lessons, if available
- ❖ 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
- ❖ Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- ❖ 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
- ❖ Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- ❖ Collaborate and work with colleagues and other relevant professionals within and beyond the school
- ❖ Develop effective professional relationships with colleagues

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
- ❖ The TA will be required to follow school policies and the staff code of conduct.

Health and Safety

- ❖ Promote the safety and wellbeing of pupils.
- ❖ Be aware of relevant risk assessments and ensure that they are followed.
- ❖ To know procedures related to health and safety such as fire routines etc.
- ❖ Look after children who are upset or have had accidents

Professional Development

- ❖ Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their 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

Additional Responsibilities of SEND TA

- ❖ Under the direction of the Class Teacher and SENDCO, support an individual child with an EHCP within the classroom environment where appropriate
- ❖ Under the direction of the Class Teacher and SENDCO, follow an individualized timetable, working 1 to1 when appropriate
- ❖ Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- ❖ Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs, complete 'P' scales and to write, update & circulate IEPs.
- ❖ To undertake a key worker role when required.
- ❖ To work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA or SEND TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

CRITERIA	ESSENTIAL QUALITIES	DESIRED QUALITIES
Qualifications and Training	<ul style="list-style-type: none"> ➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths 	<ul style="list-style-type: none"> ➤ First-aid training, or willingness to complete it ➤
Experience	<ul style="list-style-type: none"> ➤ Experience working with primary aged children 	<ul style="list-style-type: none"> ➤ Experience working in a primary school environment or other educational setting for primary aged children ➤ Experience working with children with SEND
Skills and Knowledge	<ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Good ICT skills ➤ Understanding of roles and responsibilities within the classroom and whole school context 	<ul style="list-style-type: none"> ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Knowledge of guidance and requirements around safeguarding children
Personal Qualities	<ul style="list-style-type: none"> ➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference ➤ Capacity to inspire, motivate and challenge children and young people 	

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: Jan 2026 Next review date: Jan 2027

Headteacher's Signature: _____

Date: _____

Postholder's signature: _____

Date: _____