



TA job description

Employment details	
Job title	Teaching Assistant
Reports to	Headteacher
Hours of work	12.5 hrs per week term time only
Salary	£7543.00

Key Responsibilities

1. Supporting Teaching and Learning

- Work with the class teacher to deliver high-quality, engaging lessons.
- Provide support for individuals and small groups, including pupils with SEND, EAL or additional needs.
- Adapt learning tasks and materials to ensure accessibility and challenge for all pupils.
- Reinforce learning concepts through guided practice, modelling and targeted questioning.
- Support pupils in developing independence, resilience and self-regulation.
- Assist with the implementation of personalised learning plans, EHCP targets and intervention programmes.
- Contribute to the assessment of pupils by observing, recording and feeding back progress to the class teacher.

2. Behaviour, Wellbeing and Pastoral Support

- Promote positive behaviour in line with the school's behaviour pathways and restorative approach.
- Support pupils in managing emotions, building relationships and developing social skills.
- Provide calm, consistent support for pupils experiencing dysregulation or anxiety.
- Encourage pupils to uphold the school's values in their interactions and learning.
- Supervise pupils during transitions, breaktimes, lunchtimes and educational visits as required.
- Support pupils with personal care needs where necessary (training provided).

3. Classroom Organisation and Administration

- Prepare, organise and maintain resources, equipment and learning spaces.
- Support the class teacher with setting up activities, displays and learning environments.
- Assist with administrative tasks such as photocopying, filing, preparing materials and updating records.
- Use school systems (e.g., CPOMS, assessment tools) in line with training and policy.

4. Working with Staff, Families and External Professionals

- Build positive, professional relationships with pupils, staff and families.
- Communicate effectively with the class teacher and wider team to ensure continuity of support.
- Work collaboratively with the SENCO, pastoral team and external agencies when required.
- Contribute to meetings, training sessions and professional development opportunities.
- Maintain confidentiality and professionalism at all times.

5. Safeguarding and Health & Safety

- Follow all safeguarding policies and procedures, reporting concerns promptly.
- Promote the safety, welfare and inclusion of all pupils.
- Support risk assessments for activities, trips and interventions.
- Maintain awareness of pupils' medical, dietary and pastoral needs and respond appropriately.

Working together for a successful future

