



## Job Description

**Post Title:** Teaching Assistant  
**School:** St Paul's CE Primary School  
**Pay Range:** Grade 2  
**Hours:** 30hrs per week (term time only)  
**Contract Type:** Linked to EHCP

### Main Purpose

- To support and assist teachers, HLTA's and TA's as part of a professional team to raise standards of learner's achievement.
- To assist with learning activities with groups and individuals, under professional supervision and in line with school policies and procedures.

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### Main duties and responsibilities:

- To work with colleagues to establish an appropriate learning environment.
- To support a learner with an Education Health Care Plan
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate.
- To monitor and evaluate learners' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To establish productive working relationships with learners, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all learners within the classroom.
- To support learners consistently whilst recognising and responding to their individual needs.
- To encourage learners to interact and work co-operatively with others and engage all learners in activities.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To implement agreed learning activities/teaching programmes, adjusting activities according to learners' responses/needs.
- To implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- To support the use of ICT in learning activities and develop learners' competence and independence in its use.

- To determine the need for, prepare and maintain general and specialist equipment and resources.
- To provide feedback to learners in relation to progress and achievement.
- To be responsible for keeping and updating records as agreed with other colleagues, contributing to the review of systems/records as requested.
- To promote positive values, attitudes and good learner behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage learners to take responsibility for their own behaviour.
- To liaise sensitively and effectively with parents/carers and other agencies.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake planned supervision of learners out of normal school hours.
- To supervise learners on visits, trips and out of school activities as required.
- To support break time/lunches and lunch supervision e.g. educational Games, clubs etc.
- To provide general clerical/administrative support e.g. produce worksheets for agreed activities etc.
- To prepare work and activities in advance of the lesson
- Administer first aid as appropriate (only if qualified).
- To attend and participate in regular meetings as appropriate.
- To participate in training and other learning activities offered by the school to further knowledge.
- To carry out the above duties in accordance with the school's Equal Opportunities Policy.
- To be supportive of the school's Christian ethos.
- To carry out any other duties attributable to the post as directed by the Headteacher.

### **Professional Values and Practices**

- Have due regard to confidentiality, safeguarding procedures, health and safety as well as the policies of the governing body and local authority
- Have high expectations of all learners, respecting social, cultural and ethnic backgrounds, and being committed to raising their educational achievement
- Treat learners with respect and consideration
- Work collaboratively with colleagues as part of a professional team, carrying out role effectively, seeking support and advice where necessary
- Reflect on and seek to improve personal practice
- Work within school policies and practices, being aware of legislation relevant to personal role and responsibility
- Recognise equal opportunities issues as they arise and respond effectively in line with school policy and procedures
- Build and maintain successful relationships with stakeholders.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.