

# **Leading Learning Trust – job description and person specification:**

## **Teaching Assistant**

**This job description and person  
specification applies to this role at  
Selwyn Primary School and Portway  
Primary School.**



**Leading  
Learning Trust**



## **JOB DESCRIPTION AND PURPOSE – TEACHING ASSISTANT**

**Scales:** Unqualified - scale 2; Qualified - scale 3

**Based at:** Selwyn and Portway Primary Schools

**Reports to:** SENCO and Leadership Team

**Supervision of:** None

**Responsible for:** carrying out work to support children's learning as directed by the class teacher and the SENCO

### **PROTECTING OUR CHILDREN - SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

### **PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY**

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

### **EQUAL OPPORTUNITIES**

The school has as strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

### **PURPOSE**

To support the education and welfare of pupils as directed by class teachers, having due regard for the school's aims, objectives, schemes of work and policies, and the relevant national requirements. To share in the corporate responsibility for the well-being and positive behaviour of all pupils.

### **KEY TASKS AND ACCOUNTABILITIES**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.



The following duties will be carried out with directed supervision at various school sites.

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
3. To give oral and written feedback to pupils on their attainment in order to promote further progress.
4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
5. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
7. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
8. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
9. Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions
10. To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs.
11. To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
12. Under the direction of appropriate professionals and after adequate training, to assist in meeting particular pupil's needs e.g. physical development, speech/language



development, and medical needs identified in an approved care plan agreed by parents. The scope of these duties are that which would generally be carried out by a parent. This excludes the medical procedures spelt out in point 22.

13. After adequate training, to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible. This excludes the medical procedures spelt out in point 22 of this job description.
14. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
15. To help train pupils in the individual and collaborative study skills necessary for learning.
16. To work alongside other adults, including teachers, trainee teachers, and other support staff.
17. To supervise pupils during breaks and/or lunchtimes if required.
18. .To maintain confidentiality at all times with regard to both supported pupils and the wider school.
19. To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.
20. Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
21. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.