

JOB DESCRIPTION

Job Title:	Teaching Assistant
Grade/Salary:	Grade 3, Points 7-11
Status:	37 hours per week. Term time only, 1 year temporary contract
Job Location:	Bernard Gilpin Primary School
Responsible to:	Headteacher

Purpose of Job:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. May be required to supervise groups of pupils undertaking activities in non-teaching situations. To act at all times in accordance within the ethos and virtues of the school.

Main duties and responsibilities:

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Support children during their play.

Main duties and responsibilities:

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Establish constructive relationships with staff and support the SENDCo and Senior Leadership Team

Main duties and responsibilities:

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

• Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, record achievement and progress and feed back to the teacher. • Support the use of ICT in learning activities and develop pupils' competence and independence in its use. • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
Main duties and responsibilities:
SUPPORT FOR THE SCHOOL
• Contribute to the overall ethos/virtues/work/aims of the school. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Accompany teaching staff and pupils on educational visits, and school activities as required and take responsibility for a group under the supervision of the teacher.

General Requirements

- To attend and participate in training and development courses as required
- To participate in regular supervision sessions and annual performance management
- To work collaboratively with colleagues as part of a professional team
- To be an effective role model for the standards of behaviour expected of pupils
- To promote and safeguard the welfare of children and young people that you come into contact with adhering to all specified procedures
- To have due regard to confidentiality, safeguarding procedures, health and safety, other statutory requirements and the policies of the school and Local Authority
- To undertake any other duties commensurate with the post as determined by the Headteacher

Statutory requirements

- **The successful applicant will undergo an enhanced disclosure from the Disclosure and Barring Service**
- The postholder must act in compliance with the GDPR principles in respecting privacy of personal information held by the Council and school
- The postholder must comply with the principles of the Freedom of Information Act in relation to the management of school records and information
- The postholder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy, and all other Council policies
- The postholder must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation

August 2026