

JOB DESCRIPTION

Job title: Teaching Assistant

Salary: HBC 2 SP 3-4

Contract type: Fixed-term, full-time, TTO

Reporting to: Deputy Headteacher

MAIN PURPOSE OF THE JOB

The Teaching Assistant (TA) will:

- Work across the Federation as required
- Work with and alongside teachers and senior leaders to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually and in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Key Duties

Teaching and Learning

- To plan for and teach a group of children, including a Key Person group, with support from the teacher and/or senior leaders
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the nursery school where they are based 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
- Support the teaching of a broad and balanced EYFS curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the Federation's policy and procedures
- Support teachers and other colleagues with maintaining discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage allocated teaching space and resources, both indoors and outdoors, to help maintain a stimulating and safe learning environment
- Observe pupils learning and use this information to plan next steps
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the teacher and/or senior leaders

Planning

- With support from the teacher and/or senior leaders, carry out effective assessment and planning for groups of children, including a Key Person group, by observing, monitoring, recording and reporting on pupil performance and progress
- Prepare the classroom environment, both indoors and outdoors for pupils
- Contribute to the planning and preparation of outdoor learning activities, and plan their role in these learning activities

- Use allocated time to plan clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers with support from the teacher as required
- 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
- Meet with parents and carers as required, providing feedback on pupil progress, attainment and barriers to learning, with support from the teacher
- With support from the class teacher or senior leaders, 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 teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the nursery schools and Federation
- Develop effective professional relationships with colleagues

Health and Safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our Federation's safeguarding policy
- Look after children who are upset or have had accidents

Professional development

- Help keep own knowledge and understanding relevant and up to date by reflecting on 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 Federation
- Take part in the school's Performance Management procedures

OTHER AREAS OF RESPONSIBILITY

- Attend and participate in regular meetings and staff meetings as appropriate

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the Federation's safeguarding policy
- Promote the safeguarding of all pupils in the nursery school where they are working

The post will require you to work in partnership with the headteacher, governors, staff and parents to ensure the continuous improvement of the Federation.

The post holder may reasonably be expected to undertake other duties and responsibilities commensurate with the grade of the job.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.

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

Last review date: March 2025

Next review date: August 2025

Line Manager's signature:

Date:

Post holder's signature:

Date:
