



# **Harting Church of England Primary School**

## **Job description: Teaching Assistant (TA)**

This job description may be amended at any time, following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.

## **Main Purpose**

Teaching assistants are part of the teaching team and are required to both support the class teacher in the effective delivery of the curriculum and provide individual and group support to pupils as directed by teachers and leaders. In addition the teaching assist role also includes being part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

## **Duties and responsibilities**

### **Teaching and learning**

- › Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher 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 and extracurricular activities
- › Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- › Use effective behaviour management strategies consistently in line with the school's policy and procedures
- › Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- › Observe pupil performance and pass observations on to the class teacher
- › Supervise a class if the teacher is temporarily unavailable
- › Use ICT skills to advance pupils' learning
- › Undertake any other relevant duties given by the class teacher/leadership team.

### **Planning**

- › Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- › Read and understand lesson plans shared prior to lessons.
- › Prepare the classroom for lessons

### **Working with staff, parents/carers and relevant professionals**

- › Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- › 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
- › Contribute to meetings with parents and carers by providing feedback to teachers and leaders on pupil progress, attainment and barriers to learning, as directed by teachers
- › With the class teacher, 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 classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › 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 school's child protection policy
- › Look after children who are upset or have had accidents
- › Carry out lunch/break duties
- › Follow all school policies on a day-to-day basis.
- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- › Record details of incidents in line with the school's reporting procedures
- › Be aware of and support pupils with medical/dietary needs
- › Promote the school's policy around healthy eating to pupils
- › Feedback concerns relating to pupils' health and safety to a senior member of staff immediately.

## Lunch Supervision

- › Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- › Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- › Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- › Follow the school's lunch time supervision rota.
- › Move around the playground, and other areas being supervised to ensure all areas are well monitored.

## Play Organisation

- › Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- › Manage pupils' entrance and exit from the lunch area in an orderly manner
- › Clean up food and water spillages

## Managing Behaviour

- › Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- › Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- › Follow any directions from class teachers on supporting specific pupils with challenging behaviour

## Play

- › Organise play activities to encourage pupils to play and make use of play equipment
- › Offer educational instruction where needed to help pupils to share play equipment
- › Help to resolve issues between pupils during play activities
- › Follow the school's behavior policy when supporting children.

## Professional development

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their 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 school  
Other areas of responsibility

## Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Promote the safeguarding of all pupils in the school
- › Make sure pupils remain on the school premises during the midday break
- › Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>› GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> <li>› First-aid training, or willingness to complete it</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>› Experience working in a school environment or other educational setting</li> <li>› Experience working with children / young people</li> <li>› Experience planning and delivering learning activities</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>› Good literacy and numeracy skills</li> <li>› Good organisational skills</li> <li>› Ability to build effective working relationships with pupils and adults</li> <li>› Skills and expertise in understanding the needs of all pupils</li> <li>› Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>› Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>› Excellent verbal communication skills</li> <li>› Active listening skills</li> <li>› The ability to remain calm in stressful situations</li> <li>› Knowledge of guidance and requirements around safeguarding children</li> <li>› Good ICT skills, particularly using ICT to support learning</li> <li>› Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>› Enjoyment of working with children</li> <li>› Sensitivity and understanding, to help build good relationships with pupils</li> <li>› A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>› Commitment to maintaining confidentiality at all times</li> <li>› Commitment to safeguarding pupil's wellbeing and equality</li> <li>› Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>› Capacity to inspire, motivate and challenge children and young people</li> </ul>

The TA will be required to adhere to all school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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

**Last review date:** March 2025

**Next review date:** July 2026

**Headteacher/line manager's signature:**

**Postholder's signature:**

**Date:**

**Date:**