



Sowe Valley Primary School

Job Description: Teaching Assistant

Job Title: Teaching Assistant

Grade: 3

Responsible to: Class Teacher / Headteacher

Job Purpose

To work under the direct supervision of the class teacher to support the learning, care and development of pupils, including those with additional needs, enabling them to access the curriculum and achieve their full potential.

Key Duties and Responsibilities

1. Support for Pupils

- Supervise and support individuals and groups of pupils to enable access to learning
- Assist pupils to understand instructions and engage in learning activities
- Provide feedback, encouragement and support to promote self-esteem and independence
- Support pupils' social, emotional and behavioural development in line with school policy
- Support pupils with additional needs (including SEND) as directed
- Assist with the personal care and welfare of pupils where required, in accordance with school procedures

2. Support for the Teacher

- Assist the teacher in the preparation and delivery of learning activities
- Prepare and adapt teaching resources to meet the needs of individuals and groups
- Support the implementation of planned learning programmes
- Observe and monitor pupil progress, reporting back to the class teacher
- Assist with the administration of assessments
- Contribute to record-keeping as directed by the teacher

3. Support for the Curriculum

- Support the delivery of learning across the primary curriculum
- Reinforce key skills in literacy and numeracy
- Support the use of ICT in learning activities
- Assist with the implementation of interventions and targeted support programmes
- Help pupils develop independence and confidence in learning

4. Support for the School

- Promote and uphold the school's ethos and values:
Belong, Believe, Become
- Support the implementation of school policies and procedures, including behaviour and safeguarding
- Assist with supervision of pupils during breaktimes, lunchtimes and educational visits (as directed)
- Contribute to the wider life of the school, including events and activities
- Attend relevant meetings, training and professional development

5. Safeguarding and Welfare

- Be aware of and comply with safeguarding and child protection procedures
- Promote the safety and wellbeing of all pupils
- Report any concerns in line with the school's safeguarding policy
- Maintain appropriate professional boundaries at all times

6. Professional Responsibilities

- Work collaboratively as part of a team
- Maintain confidentiality at all times
- Demonstrate a commitment to equality, inclusion and high expectations for all pupils
- Take responsibility for own professional development

Additional Conditions and Responsibilities

- Any other duties and responsibilities commensurate with the grade of the post.
- All duties must be carried out with due regard to the City Council's Health and Safety Policy.
- Post holders are required to carry out their duties with due regard to the City Council's Equal Opportunities Policy.
- Any duties which include the processing of personal data must be undertaken in line with the Data Protection Act 2018 and UK GDPR requirements.

There is no requirement for a Teaching Assistant to attend work outside their contracted hours. Any attendance at activities outside of these hours will be subject to prior mutual agreement between the Teaching Assistant and the Headteacher (or delegated representative).