St Mary's C of E Aided Primary School

A Christ-centred school with a child-centred curriculum

St Mary's CofE (Aided) Primary School
Job Description

Job Title: Teaching Assistant

Line Manager: SENDCo

Responsible to: Head Teacher

Main Functions: To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make the best use of the educational opportunities available to them.

1 To aid the pupils to learn as effectively as possible both in group situations and on their own, for example:

- Clarifying and explaining instructions
- Ensuring the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing level s of individual attention, reassurance and help with the learning tasks as appropriate to pupils needs.
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
- Liaising with the class teacher, SENDCO and other professionals about individual education plans (ILP's), contributing to the planning and delivery as appropriate
- Providing additional nurture to individuals when requested by the class teacher or SENDCO
- Consistently and effectively implementing agreed behaviour management strategies.
- Helping to make appropriate resources to support the pupils

2. To establish supportive relationships with the pupils concerned

3. To promote the acceptance and inclusion of pupils with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.

4. Monitor pupil responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

5. To give positive encouragement, feedback and praise to reinforce and sustain pupil efforts and develop self-reliance and self-esteem.

6. To support pupils in developing social skills both in and out of the classroom

7. To support pupils through speech and language plans and enable pupils to develop their spoken language.

8. To support the use of ICT in learning activities and with specific programmes to support learning. (For example Clicker 6) and screen pupils who may have a learning difficulty.

9. To provide regular feedback on pupils learning and behaviour to the teacher/SENDCO, including feedback on the effectiveness of the behaviour strategies adopted.

10. Under the direction of the teacher/SENDCO, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.

11. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.

12. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information. E.g. through Early Help Plans.

13. To be aware of confidential issues linked to home/pupil/teacher/home

14. To contribute towards reviews of the pupil's progress as appropriate with a focus on Individual learning plans and EHCP's.

15. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.

16. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.

17. To be willing to support playground/break time supervision e.g educational games, homework clubs etc.

18. To accompany teacher and pupils on educational visits were appropriate.

19. To provide individual support, as required, during examination sessions.

20. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

Employees will be expected to comply with any reasonable request from the Head teacher to undertake work of a similar level that is not specified in this job description.

November 2026