



*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Teaching Assistant - Job Description

### Summary of the role:

To work under the guidance of the Prep School SENCO and teaching staff to implement work programmes for individuals and groups, including those requiring targeted and specialist support. This role will include supporting pupils with additional needs, both inside and outside the classroom, and contributing to an inclusive learning environment. The role also includes care duties, such as supervising breakfast club, break times, and after-school care.

**Line manager:** Prep School SENCO

### Main duties and responsibilities:

#### Supporting Teaching and Learning:

- Work with the teacher to establish an inclusive learning environment for all pupils.
- Assist with lesson planning, preparation, and evaluating activities, adapting materials for individual needs.
- Provide targeted support for pupils with additional needs, including those with EHCPs or IEPs, implementing agreed strategies effectively.
- Support the development and delivery of personalised education plans and interventions in collaboration with the SENCO and class teacher.
- Monitor and record pupils' progress, contributing to reviews of their plans where required.
- Assist pupils in developing literacy, numeracy, and ICT skills, including implementing specific programmes.
- Collaborate with external specialists (e.g., Speech and Language Therapists, Educational Psychologists) to deliver recommended strategies.
- Implement interventions that address specific learning difficulties, ensuring pupils access targeted support while remaining engaged in whole-class activities.
- Provide additional classroom support during tests or assessments to ensure access arrangements are implemented effectively.

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#### Promoting Inclusion and Well-being

- Promote the inclusion and acceptance of all pupils, ensuring access to a supportive learning environment.
- Support pupils' social, emotional, and mental well-being through targeted interventions and emotional regulation strategies.
- Act as a key adult for pupils requiring additional behavioural or emotional support, fostering positive relationships.
- Encourage pupils to engage with peers, work cooperatively, and develop independence.
- Adapt activities and resources to meet the diverse needs of learners across EYFS, KS1, and KS2.
- Support the delivery of PSHE and emotional well-being activities, modelling inclusivity, tolerance, and respect for diversity.

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### Care Duties and Supervision

- Supervise pupils during breakfast club, break times, after-school care, and transitions, ensuring safety and inclusion.
- Support children with additional needs during practical activities, outdoor play, PE, and other transitions.
- Provide assistance with personal care and practical tasks where necessary, maintaining pupils' dignity and well-being.
- Assist in managing pupil transitions between activities, year groups, or external visits to minimise anxiety and ensure consistency of support.

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### Monitoring and Feedback

- Provide accurate feedback to teachers and the SENCO regarding pupil progress, challenges, and achievements.
- Contribute to pupil reviews, SEN meetings, and parent/carer feedback sessions.
- Support behaviour policies, promoting positive values and addressing incidents promptly.
- Maintain accurate records of interventions, observations, and achievements to inform planning and future strategies.

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### Resource Management

- Prepare and maintain resources, including creating differentiated materials, visual schedules, and sensory tools.
- Contribute to maintaining an organised classroom environment and updating displays.
- Support the creation of personalised resources for pupils with additional needs, ensuring accessibility across the curriculum.

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### Training and Professional Development

- Engage in CPD opportunities, particularly in SEND and inclusive practices, to develop expertise in supporting pupils with additional needs.
- Attend team meetings, SEN briefings, and relevant training sessions.
- Proactively develop knowledge of specific needs, such as Autism, ADHD, or Dyslexia, and implement best practices for supporting these pupils.

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### General Responsibilities

- Supervise pupils on trips, visits, and school events, ensuring safety and inclusivity.
- Support whole-school activities such as assemblies, performances, and themed events.
- Comply with safeguarding, health and safety, confidentiality, and data protection policies, reporting concerns appropriately.
- Administer first aid or medicines as required, following school procedures.
- Support general administrative tasks, including photocopying, laminating, and resource preparation.
- Assist in the organisation and smooth running of school events, contributing to a positive and inclusive environment for all pupils.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

I confirm that I have been given a copy of this Job Description and have read and understood it.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_