



Job Description: Teaching Assistant

Responsible to: Principal

Job Purpose: The successful candidate will be required to provide in-class support to children as a teaching assistant. The Teaching Assistant will work closely with teachers to help students during class. The Teaching Assistant will also provide administrative support to the teaching team and help with all aspects of provision, planning and preparation in the classroom.

Person Specification:

- An ability to understand the principles of child development and learning processes and in particular barriers to learning.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Ability to fulfil responsibilities with energy and enthusiasm
- Strong interpersonal and communication skills
- Good listening skills and respect for all pupils
- Ability to explain clearly and have good presentation skills
- Use of other equipment technology – video, photocopier.
- Experience of general clerical/ administrative work.
- General understanding of Cambridge curriculum and other basic learning programmes/strategies.
- An understanding of the teaching and learning process.
- Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.

Main Duties and Responsibilities:

- Working under the direction and within an agreed system of supervision from a qualified teacher in the classroom.
- To complement the teachers' delivery of the Cambridge curriculum and contribute to the development of other support staff, pupils and school policies and strategies.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.



Also, to supervise whole classes occasionally during the short-term absence of teachers including during their planning, preparation and assessment time..

- To provide support for pupils, the teacher and the school to raise standards of achievement for all pupils (including SEN, EAL, all underachieving groups).
- Assess, plan, organise and provide practical assistance in relation to identified physical needs e.g., transportation, dressing, mealtimes and organisation of learning equipment to support.
- Prepare and clear up classroom materials and learning areas ensuring that they are neat, clean, organised and available for use.
- Present displays in the allocated learning environment to enhance the learning experience and celebrate the achievements of students and provide information.
- Organise and participate in the supervision of individuals and groups of students in dining, playground and circulation areas throughout the day. Ensure that students are engaged in appropriate activity and intervene to maintain behaviour standards and ensure well-being, safety, and welfare.
- Teach and support individuals, small groups and the whole class, under the direction of the teacher.
- Participate in staff training events and take an active role in professional development programmes to develop a strong underlying understanding of the pedagogy of an interactive, constructivist curriculum.
- Participate in formative and summative assessments of children, carefully observing and recording observations where appropriate.
- Proactively share appropriate reflections with teaching staff and engage deeply in the learning and educational progression of pupils.

Note: These duties are not exhaustive or exclusive, and the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and directed by the Principal.