

Principal: Dominic O'Regan

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JOB DESCRIPTION

JOB TITLE	Teaching Assistant
EMPLOYER	Mulberry
LOCATION	West St Leonards Primary Academy
SALARY	Grade 3 Point 7
RESPONSIBLE TO	Principal
MAIN PURPOSE OF THE JOB	To assist in promoting the learning and personal development of all pupils, including but not exclusively, those with special educational needs.
MAIN TASKS / KEY ACCOUNTABILITIES	
1	To establish supportive relationships with the pupil(s) concerned
2	To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
3	Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
4	Give the pupil(s) feedback on achievements in order to reinforce and develop self-reliance and self esteem
5	To support the pupil(s) in developing social skills both in and out of the classroom
6	To provide regular feedback on the pupil(s)' learning and behaviour to the teacher/Inclusion leader, including feedback on the effectiveness of the behaviour strategies adopted
7	Under the direction of the teacher, 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

8	When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
9	To use the school's system for recording progress
10	To prepare work and activities in advance of the lesson (within employed hours) e.g. operating equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
11	To know and apply school policies on Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities (See UoBAT website)
12	Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
13	To be aware of confidential issues linked to home/pupil/teacher/academy
14	To contribute towards reviews of pupil(s)' progress as appropriate
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 academy and the county to further knowledge (within employed hours)
17	To support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
18	To accompany teacher and pupils on educational visits
19	To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
20	To administer agreed medical procedures as identified on a protocol.
21	Engage with appropriate training opportunities to promote professional effectiveness in this role;
This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.	

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: September 2026

Additional Information

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

PERSON SPECIFICATION

The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy them, and their evidence of potential for developing the rest further. Most of the criteria must normally be met in order to qualify for selection.

Essential Criteria:

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND EXPERIENCE	• A good standard of literacy and numeracy skills. GCSE or equivalent • A basic knowledge of National Curriculum requirements for the age range • A basic knowledge of Health & Safety requirements in a school environment • Knowledge of SEN/D • Experience of establishing positive relationships with children • Experience of using Information Technology to support pupils in the classroom	
SKILLS AND COMPETENCIES	• Ability to use language and other communication skills that pupils can understand and relate to • Ability to establish positive relationships with pupils and empathise with their needs • Ability to demonstrate active listening skills • Ability to consistently and effectively implement agreed behaviour management strategies • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task • Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	• NVQ Level 1 or equivalent and willingness to work towards NVQ2 • NVQ Level 2 for Teaching Assistants or equivalent

	• Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills • Ability to assist in the recording of lessons and assessment as required by the teacher • Ability to offer constructive feedback to pupils to reinforce self-esteem • Ability to work effectively and supportively as a member of the school team • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc	
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