



## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant
<b>Grade:</b>	D
<b>Hours:</b>	30 hours per week
<b>Responsible to:</b>	Headteacher/ Teaching Staff
<b>Direct Supervisory Responsibility for:</b>	N/A
<b>Indirect Supervisory Responsibility for:</b>	N/A
<b>Important Functional Relationships:</b>	<u>Internal:</u> Teachers, Support Staff, Pupils
	<u>External:</u> Parents

### Main Purpose of Job

To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.

To meet the needs of pupils with specific special education needs, within a mainstream setting.

### Duties and Responsibilities

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
3. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.

4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
5. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.
6. To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.
7. To accompany children on educational visits and outings as supervised by the Teacher.
8. To assess, monitor and record children's progress in relation to IEPs, and to feedback to the SENCO/Teacher with regard to children's progress and the success of IEPs, including making recommendations for alterations to improve the effectiveness of IEPs.
9. To assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
10. To meet with teachers, SENCOs, appropriate key stage co-ordinators and Governors on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.
11. To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.
12. To supervise an individual or small group of children within a class under the overall control of the Teacher.
13. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
14. To carry out administrative tasks associated with all of the above duties as directed by the Teacher.

15. To remain aware and work within all relevant school working practices, policies and procedures.

16. To attend staff meetings and school-based INSET as required.

**Responsibilities applicable to all Trust employees**

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.



**PERSON SPECIFICATION**

**Job Title:** Teaching Assistant

**School/Department:** Dobwalls Primary School

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Relevant Experience</b>	<p>Good standard of practical knowledge, skills and experience of working with children</p> <p>Experience of working as part of a team</p>	<p>Good standard of practical knowledge, skills and experience of working with children within a classroom environment or similar at different key stages or within different departments</p> <p>Experience of working with children with additional needs</p>	<p>Application form</p> <p>Interview</p>
<b>Education and Training</b>	GCSE grade 4-9 (A*-C) in Maths and English or equivalent level 2 qualifications	Teaching Assistant/Childcare qualification(s) preferred but not essential	Application form
<b>Knowledge and Skills</b>	<p>Able to demonstrate knowledge or experience of working with children</p> <p>Good levels of literacy and numeracy</p> <p>Knowledge of a particular area of the</p>	<p>Knowledge of a range of issues relevant to education and child development.</p> <p>ICT skills.</p> <p>Read Write Inc. experience</p>	Interview

	<p>curriculum or children's needs</p> <p>Organisational skills</p> <p>Good communication skills</p>		
<b>Any Additional Factors</b>	<p>Able to prioritise between different demands</p> <p>Able to work to deadlines</p> <p>Self-motivated, and able to work in a team</p> <p>An interest in children and education</p> <p>Caring and compassionate</p> <p>Patient and friendly approach</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p>		Interview

Date Updated: March 2025

Updated by: Senior HR Officer