Teaching Assistant

Job Description

At Exeter Learning Academy Trust, we are creating our future together - with ***ambition, kindness*** and ***courage*** at our heart. Together, we provide an exceptional education where every child belongs, feels connected, and leaves ready to shape a life of opportunity and choice.

Job Title	**Teaching Assistant**
Grade	**C**
Reporting to	**Headteacher / SENDCo**

Purpose of the job

We are looking for a caring, positive and proactive Teaching Assistant to play an important role in supporting the learning, wellbeing and development of our pupils.

Working closely with teachers and the wider school team, you will help create a safe, inclusive and engaging learning environment where every child feels supported to thrive - academically, socially and emotionally.

This role involves supporting pupils both in and outside of the classroom, including children with additional and special educational needs, helping them to access learning, build confidence and achieve their full potential. You will also support the day-to-day organisation of classroom activities, small group work and individual learning programmes.

Key responsibilities

Supporting Pupils

- Provide individual and small group support for pupils, including children with additional or special educational needs
- Help pupils to feel safe, included, valued and engaged in learning
- Support the implementation of Individual Education Plans (IEPs), behaviour plans and personal care programmes
- Build positive, respectful and encouraging relationships with pupils
- Promote pupils' independence, confidence and self-esteem
- Encourage children to interact positively with others and participate fully in learning activities
- Support pupils with emotional wellbeing, behaviour and personal development in line with school policies
- Monitor and record pupils' progress, behaviour and wellbeing, sharing feedback and concerns appropriately with teachers and leaders
- Assist children in developing knowledge, skills and attitudes in line with the curriculum and their individual learning needs

- Support pupils with personal care, hygiene and physical needs where required, ensuring dignity and wellbeing at all times
- Administer minor first aid and support with prescribed medication in line with school procedures and training

Supporting Teaching and Learning

- Deliver agreed learning activities and teaching programmes under the guidance of the teacher
- Adapt activities and support strategies to meet the needs of different learners
- Support literacy, numeracy, Foundation Stage and other curriculum-based learning activities
- Help pupils to develop confidence and independence in using ICT and learning resources
- Prepare and organise classroom materials, resources and equipment to support lessons
- Assist with assessing, monitoring and recording pupils' progress and achievements
- Support pupils during assessments, routine tests and examinations as required

Supporting Teachers and the Classroom Environment

- Help create a calm, purposeful and supportive classroom environment
- Support teachers in helping pupils achieve their learning goals
- Promote positive behaviour and support pupils in taking responsibility for their actions
- Respond appropriately to incidents and behaviour concerns in line with school policies
- Provide regular and detailed feedback to teachers on pupil progress and wellbeing
- Assist with classroom displays and the presentation of pupils' work
- Build positive relationships with parents and carers
- Provide general administrative support including photocopying, filing, preparing resources and routine clerical tasks

Other

- Supervise pupils during breaktimes, lunchtimes, before and after school where needed.
- Support educational visits, trips and off-site activities under the direction of teaching staff.
- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Work collaboratively and respectfully with colleagues and other professionals
- Stay committed to learning and improvement, taking part in training and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.
- This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the postholder may be required to undertake other duties appropriate to the level of the role, as directed.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	• Good English and Maths Skills (GCSE Grade C equivalents or above	• Prior experience of working in a school setting • NVQ 2 for Teaching Assistants or equivalent qualifications/experience • Good understanding of child development, learning and special educational needs • Evidence of a willingness to contribute to extra-curricular and enrichment programme
Knowledge & Skills	• Ability to form positive relationships with children with social, emotional and mental health needs • Care about the wellbeing of all children; understanding and commitment to safeguarding and equality • Willingness to go the extra mile to secure high levels of pupil performance and engagement • Good interpersonal skills • Good ICT skills	• A working knowledge of the National Curriculum
Personal Qualities	• Kind, compassionate and child-centred, creating environments where everyone feels valued and always acting in pupils' best interests. • Calm, steady and positive, offering a reassuring presence and helping others to feel confident and supported, even when things are busy or challenging. • Collaborative and respectful, building trusting relationships while maintaining professionalism, discretion and confidentiality. • Flexible, adaptable and proactive, responding to changing needs with good humour, taking initiative and seeing things through. • Reflective, inclusive and open-minded, with a genuine commitment to learning, celebrating diversity and fostering a strong sense of belonging for all.	
Other Factors	• Satisfactory Safer Recruitment Checks	