

# Role Profile: Teaching Assistant

Location: Breaside Preparatory School

Function: School Classroom Non-Teaching

Reporting To: SENCO



## Role overview

# What you'll be doing

## Role purpose

- To support the learning and personal development of assigned pupils.
  - To work collaboratively to provide a safe, secure, and stimulating learning environment for KS1 and KS2 pupils, planning and delivering activities in line with the Primary Stage curriculum.
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## Key responsibilities

- To supervise and support pupils, including those with SEN, ensuring their safety and access to learning.
  - To support pupils in learning effectively in both group and independent settings.
  - To monitor pupils' responses to activities and adapt them as needed, in consultation with the teacher or SENCo, to achieve learning outcomes.
  - To support the development and implementation of pupil achievement plans.
  - To encourage pupil interaction and engagement in teacher-led activities.
  - To set high expectations and promote self-esteem and independence.
  - To build constructive relationships with pupils, acting as a role model and responding to individual needs.
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## What you will be doing

- To provide class cover as required.
  - To undertake structured and agreed learning activities, adjusting them according to pupils' responses.
  - To work as part of a team in planning and assessing within the current Primary Stage curriculum guidelines.
  - To create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans, and assist with the display of pupils' work.
  - To use strategies and plans under the guidance of teachers to support pupils in achieving their targets.
  - To monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
  - To provide detailed and regular feedback to teachers on pupils' progress, achievement, and any issues, as appropriate.
  - To promote positive pupil behaviour, deal promptly with conflicts and incidents in line with school policy, and encourage pupils to take responsibility for their actions.
  - To administer routine tests and undertake routine marking of pupils' work.
  - To use ICT in learning activities and support the development of pupils' competence and independence in its use.
  - To attend training, staff meetings, and open days as required.
  - To deal with minor incidents and refer to senior staff where necessary.
  - To administer First Aid as needed, following school procedures.
  - To undertake playground, break, or lunchtime duties as directed.
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## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

# What you'll bring

Essential	Desirable
<b>Skills</b> <ul style="list-style-type: none"><li>• Excellent written and verbal communication skills.</li><li>• Good interpersonal skills.</li><li>• Ability to remain calm under pressure.</li><li>• Intermediate IT skills, including competent use of Microsoft Office packages.</li><li>• Ability to work flexibly and as part of a team.</li></ul>	<b>Skills</b> <ul style="list-style-type: none"><li>• Understanding of safeguarding principles.</li><li>• Professional appearance.</li><li>• Confident approach to a variety of situations.</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• GCSEs in English and Maths (Grade A–C).</li><li>• Teaching Assistant qualification or equivalent (Level 3).</li></ul>	<b>Qualifications</b> <ul style="list-style-type: none"><li>• Paediatric First Aid.</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Confidence and competence in delivering KS1 and KS2 English and Maths.</li><li>• Previous experience working in a school setting.</li><li>• Ability to deal with children and adults with tact and sensitivity.</li><li>• Ability to communicate effectively at all levels.</li><li>• Ability to build and develop positive relationships with teaching staff.</li></ul>	<b>Experience</b> <ul style="list-style-type: none"><li>• Ability to use basic First Aid equipment as required.</li></ul>

# Key Stakeholders you'll be working with

- Internal: Teachers, SLT, internal colleagues.
- External: Parents, Visitors

## To be signed and dated by employee:

Signed: .....

Name (print): .....

Date: .....

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