



**William Penn School**  
**'Living, Laughing and Learning Together'**

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### **Job Description – Teaching Assistant**

**Post:** Teaching Assistant  
**Responsible to:** Headteacher and SENCO

#### **Teaching and Learning**

- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Leadership Team, SENCO and Class Teachers.
- Assist in the writing and implementation of individual programmes for pupils, Care Plans and Education Health Care Plans for pupils and help monitor their progress.
- Provide support and challenge for groups and individual pupils inside and outside the classroom to enable them to fully participate in activities, and to learn everywhere.
- Assist class teachers with maintaining pupil records and providing feedback that helps the pupils to make progress.
- Support pupils with emotional or behavioural problems and help develop their social skills.

#### **Specific Support for Pupils**

- Use specialist (curriculum / learning) skills / training / experience to support pupils.
- Develop an understanding of the specific needs of the children.
- Support with toileting, and intimate care, if required.
- Adapt and modify materials to meet pupil's individual or group needs.
- Establish a positive working relationship with external professionals, as well as pupils and their family/carers, providing consistent support whilst recognising and responding to the individual needs of the pupils.
- Encourage pupils to interact with others, and engage in a range of activities.
- Promote and encourage independence.

#### **Support for the Teacher**

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons / work plans / resources as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Liaise with the class teacher and the SENCO in implementing Individual Education Plans, and actions from other professionals e.g. Speech and Language.
- Provide objective and accurate feedback and reports, as required, to the teacher and SENCO, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested.
- Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents, or as directed.

**Administrative Duties**

- Prepare and present displays of pupils' work and learning under the guidance of the class teachers.
- Support class teachers in administrative tasks that support teaching and learning.
- Cover playground duties and provide lunchtime supervision

**Person Specification**

- To use common sense and to be prepared to act on initiative.
- To be willing to positively develop and enhance the impact of your role.
- To be an effective communicator verbally, via email and in the written form.
- To have strong interpersonal skills such as empathy, drive and enthusiasm.
- To be reliable and have excellent attendance and punctuality.
- To enjoy the sense of achievement and to aspire to successful outcomes To undertake other duties from time to time as the Headteacher requires.
- To undertake other duties from time to time as the Headteacher requires.
- To be proactive and prepared to share your good ideas!

*The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*

*Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.*