

# Job Description

**Post Title:** Teaching Assistant (level B)      **Post No:**      **Grade:** Scale 2

**Directorate:** Children & Young People      **Service:** Schools

**Contract details:** 30 hours on a 12 month fixed term contract

**Start Date:** September 2026

**Responsible to:** Headteacher

**Responsible for:** No responsibility for staff

## Main purpose of the job

- To provide support to teaching staff throughout the school, in an appropriate learning environment
- Assisting with the integration of pupils with special educational needs
- Supporting children within a small group or on an individual basis within the classroom or on a withdrawal basis
- To be an integral part of the school, working in close partnership with all staff

## Summary Of Responsibilities And Personal Duties

### KEY AREAS

To supervise and assist children in classes under the direction of the teacher.

To prepare equipment/materials for classroom activities and to ensure that they are cleaned and put away after use.

As requested, to undertake first aid duties and to attend to sick children as well as administering medicines at the discretion of the Headteacher.

To maintain standards of hygiene by cleaning equipment, and replacing soiled clothing from children as required.

To assist with audio/visual duties, e.g. video/radio recordings and setting up equipment.

To liaise with parents.

To supervise children on educational visits, day trips, and whilst in the playground.

To undertake such other duties related to the work of the school appropriate to the post as may be assigned.

**Job Activities:**

1. To assist in the planning, recording and implementation of individual education plans for a child with barriers to learning.
2. To assist in the delivery of intervention, support or integration programmes as required.
3. To prepare, care for and store resources
4. Assisting with supervision during break, lunchtime and educational visits
5. Attending to sick children including changing soiled clothing and maintaining hygiene standards
6. To provide support for children with physical needs e.g assisting with moving around the classroom and school, assistance with feeding, assistance with changing for PE, assisting with safe use of classroom equipment

**Signed by:****Post holder:****Line manager:****Date:****Job Assessor (If required)**