



Copnor Primary School – Job Description

Post Title: Teaching Assistant

Responsible to: Headteacher
Deputy Headteacher
SENDCo

Core Purpose: To provide high-quality teaching assistance for a designated class / teaching group, or to provide high-quality teaching assistance working 1:1 with a child, clearly focused on improving standards and achievement. It is every staff member's duty to follow all safeguarding policies and procedures, which are in line with “KCSIE” Sept 2026 and the “Prevent Strategy June 2015.

Job Specification

- To actively and positively promote the ethos of the school
- To actively and positively promote the aims of the school improvement plan
- To assist individuals or designated groups of pupils under the guidance of the class teacher or headteacher, following school policies and guidelines
- To make and prepare resources as directed by the class teacher or headteacher
- To liaise with teachers, TLL, Phase Leaders and SENDCo to inform planning and ensure progression
- To establish positive relationships within the year team and across the school
- To ensure continuity of practice regarding assessment, recording and reporting within the year group
- To update and share records of children’s progress under the direction of the class teacher, TLL, Phase Leaders, SENDCo or Deputy Headteacher or Headteacher
- To mark work in accordance with school policy to promote useful feedback to the children
- To assist with reports and individual education plans under the guidance of the SENDCo and class teacher
- To promote the school’s behaviour policy by creating a structured and safe learning environment where the children are carefully listened to and nurtured.
- To administer initial first aid and inform parents and the first aider of specific concerns
- To liaise with parents to promote the school’s aims and to inform them of their child’s progress.
- To take part in performance management to identify targets to improve your own performance
- To participate in CPD as identified by yourself or the school, in order to improve performance
- To promote inclusion, intercultural education and offer equal opportunities in line with school policies
- To inform the AHT of any concerns regarding resources or performance so that assistance can be put in place
- To liaise and co-operate with outside agencies
- To be active in maintaining all areas of the school so that these are well-displayed, orderly and appropriately used

Person Specification

- Caring and empathetic / Enthusiastic / Friendly / Enjoys working as part of a team / Reflective / Flexible / Hard-working

(This job description will be reviewed annually and changes may be made after consultation between the Headteacher and the postholder and in response to the needs of the school.)

Signed _____ (Postholder) Date _____

Signed _____ (Headteacher) Date _____