Job Description

Job Title	Teaching Assistant – Grade B		
Reporting to (job title)	Head of School		
School	Feniton C of E Primary School		
Effective date	1 September 2026		
Evaluated Grade	B	**Job Number**	G.0716

Job Purpose:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work might occasionally, but not regularly, take place outside the main teaching area.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

To work under direct supervision/instruction to support access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Working with small groups or one to one
- Undertaking general clerical/organisational support for the teacher

Duties

Support the teacher by:

- Preparing the classroom as directed for lessons and clearing afterwards
- Assisting with the display of pupil's work
- Being aware of pupil problems/progress/achievements and reporting these to the teacher as agreed
- Undertaking pupil record keeping as requested
- Being aware of/working within planned learning activities
- Occasional contribution to planning e.g. for individual pupils, general literacy/numeracy
- Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate
- Gathering/reporting information from/to parents/carers as directed
- Invigilating/administering routine tests/exams
- Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Supporting pupils by:

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Attending to the pupils personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all pupils

- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Encouraging pupils to act independently as appropriate

Support the curriculum by:
- Supporting pupils to understand instructions
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teacher
- Supporting pupils using ICT as directed
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use

Support the school by:
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	• Working with or caring for children of relevant age, and/or completion of relevant training and qualifications.		Application Form/ Interview
Practical Skills	• Ability to relate well to children and adults		Application Form/ Interview
Communication	• Ability to fulfil all spoken aspects of the role with confidence and fluency in English		Application Form/ Interview
Personal Qualities	• Able to work effectively in a team		Application Form/ Interview
Technology / IT Skills	• Ability to use technology to a basic level – e.g. computer, video, photocopier etc		Application Form/ Interview
Education and Training	• Good numeracy/literacy skills • Requirement to participate in training/development as/when identified by line manager as essential for performance of the post • Willingness to participate in other development and training opportunities		Application Form/ Interview
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards		

1. Supervision and Management:

No line management or supervisory responsibility sits with this post

2. Creativity & Innovation:

Working under the direction/instruction of the classroom teacher, assisting in supporting access to learning for groups or individual pupils by working with planned learning activities, occasional contribution to planning for individual pupils such as general literacy and numeracy

Complying with policies and procedures relating to child protection, Health and Safety, security, confidentiality and GDPR and reporting all concerns to an appropriate person.

Preparing and maintaining equipment, the classroom and resources as directed by the teacher and assisting pupils in their use

3. Contacts & Relationships:

The post holder will communicate with other staff and parents on routine matters as directed by the teacher.

The post holder will be given guidance as to how to interact with pupils to support their learning and development.

4. Decisions - Discretion:

The job holder will have clear guidance on the support that they are required to provide to the pupils. There will be limited scope for discretion, with the post holder seeking guidance and instruction on a regular basis to resolve non-routine matters.

5. Decisions - Consequences:

Follows detailed instructions and is closely supervised with limited scope for discretion, as problems and queries are usually deferred. There will be occasional contribution to planning and safeguarding issues.

6. Resources:

Responsible for inputting general pupil data and administration with the use of a school computer/ laptop that remains on site.

7. Work Demands:

The work is not normally interrupted nor is it usually required to switch from one activity to another. The job holder will be directed by the requirements of the pupil/teacher need and/or behavioural issues, requiring some multi-tasking and effective time management.

8. Physical Demands:

The role will require the job holder to use normal physical effort, however will regularly work in awkward positions such as sitting on low chairs or at pupil height.

9. Working Conditions:

The job holder will work in a classroom-based environment that will be appropriately lit, heated and ventilated. There may be some exposure to noise, outdoor working and verbal abuse/poor behaviour.

10. Work Context:

There will be significant interaction with parents/ carers/children and as such confidentiality will be required, which could involve working with poor behaviour and sharing of difficult information.

11. Knowledge & Skills:

The post holder will be expected to be able to understand and follow procedures and techniques. They will need to share responsibility for ensuring that their knowledge and understanding of subject and relevant curriculum is up to date and relevant by reflecting own practice, liaising with teachers and school leaders to improve personal effectiveness.

Good numeracy and literacy skills are required for this post.

GPLC Profile

SUP	CRE	CON	DEC DIS	DEC CON	RES	WK DEM	PHYS DEM	WK COND	C TXT	K&S	Score

Health & Safety:

Potential Hazards	Applicable to this job?	Action to be taken
Display Screen Equipment	✓	*Conduct regular workstation assessments through Cardinus software*
Electricity – fixed / portable	✓	*Ensure PAT[1] certificates are up-to-date*
Manual handling		*Ensure J/H attends appropriate training*
Verbal / physical abuse	✓	*Ensure J/H is familiar with appropriate policies & procedures*
Work equipment	✓	*Ensure J/H is familiar with all equipment and its proper usage and maintenance*
Fire	✓	*Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)*
Environmental	n/a	
Isolation / lone-working	n/a	
Slips, trips & falls	✓	*Ensure J/H is familiar with appropriate policies & procedures*
Chemical	n/a	
Working with Vulnerable persons	✓	*Ensure J/H is familiar with appropriate policies & procedures*
Premises related	✓	*Ensure J/H is familiar with appropriate policies & procedures*
Transport risks	n/a	
Working at heights	n/a	
Other hazards not identified above	n/a	,

Signatures

Job Description agreed by:

Line/Originating Manager:

Name:_____ **Signature:**_____ **Date:**_____

Head of Service/Head teacher:

Name:_____ **Signature:**_____ **Date:**_____

[1] Portable appliance test