

## Job Description - Teaching Assistant

**Job Title:** Teaching Assistant  
**Line Manager:** SENCo  
**Start Date:** September 2026

### Safeguarding

Safeguarding is the responsibility of everyone who works at Beit Shvidler Primary School.

- To demonstrate a positive commitment to the promotion of safeguarding all children and young people.
- To know and follow the school's Safeguarding Policy.
- To follow the school's Professional Code of Conduct at all times.

### Role and Responsibilities

- To support pupils with a range of learning disabilities, challenging behaviour, mainstream pupils within the school environment.
- To enable them to engage in teaching and learning activities at a level that matches their individual needs and stage of development.
- To assist the class teacher and other staff in carrying out an appropriate programme of work to meet the needs of the particular child enabling him/her to reach full potential.
- To assist the child's integration into the rest of the class/group.
- To encourage and support the learning process of the child both on a one-to-one basis and within the group.
- To assist in the monitoring of the child's performance and to report progress.
- To provide feedback to enhance the child's esteem and to encourage acceptable behaviour.
- To care for the safety, welfare and hygiene of the child.

### Specific Duties

- To support teachers.
- To assist in the creation, maintenance and development of an excellent learning environment in the classroom and the school, as required.
- To contribute towards recording pupil progress and towards reports. Attend meetings about pupil progress on an 'as need' basis.

### Teaching and Learning

- To contribute to discussions about implementation of EHCP (Education and Health Care Plan) for identified pupils.
- To develop knowledge and awareness of individual pupils, so that their needs can be met to the highest possible standard. Remain vigilant, sensitive and responsive at all times so that pupils gain confidence and progress, so that problems can be observed, reported and acted upon.
- To develop and promote pupils' independence, social and communication skills, equal opportunities and racial equality, including support for pupils in the community.
- To support an individual pupil, following plans agreed between teachers and parents, under the direction of teachers and the SENCo.
- To work with small groups of pupils under the direction and supervision of the class teacher, as required.

### Behaviour Management

- To implement behaviour management programmes within school and the community, including 1:1 supervision where necessary.
- To support individual pupils who have challenging behaviour to ensure their access to the curriculum.
- To help the child focus his/her attention and keep on task.
- To help the child develop positive relationships with other children and adults.
- To be ready to listen to the child and offer appropriate support when necessary.

**Administrative Tasks**

- To assist with any administrative tasks/work as assigned by the SENCo.
- To undertake such other duties related to the work of the school appropriate to the post as may be assigned by the Headteacher/line manager.

**Personal**

- To attend relevant meetings and participate in training opportunities and professional performance development, as required.
- To maintain positive working relationships with pupils, staff and parents/carers.
- To positively support school policies and decisions.