

Euxton Church of England Primary School

JOB DESCRIPTION: Teaching Assistant	
JOB TITLE:	Teaching Assistant 2A: Fixed Term to July 2026 (in the first instance)
GRADE:	SCP 4 (£24,404) Pro Rata
LOCATION:	Euxton Church of England Primary School
RESPONSIBLE TO:	Mrs Mairi Ash (Headteacher)
JOB PURPOSE:	The main objectives to be achieved by the Postholder
Under the teacher's clear guidance, to support the education, personal and social development of a children within the class and including children with additional needs on a 1:1 basis and within a small group. Work with all children in the class and to establish a positive relationship with them.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a Teaching Assistant post</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> – Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks. – To liaise with external professionals in regard to EHCP targets. – To undertake activities to assist in monitoring the personal social and emotional needs of pupils. – To develop positive relationships with pupils to assist pupil progress and attainment. – To assist in the devising of pupil's individual targets and their monitoring and review. – Support pupils as part of a planned inclusion programme. – To assist in the development of varying skills that support pupils' learning. – To assist in the specific medical/care needs of pupils when specific training has been undertaken. <p>Support for the Teacher</p> <ul style="list-style-type: none"> – To assist in the monitoring/recording of pupil progress, problems and developmental needs. – To assist in the production of teaching aids. – To undertake routine classroom administrative tasks including class lists. – To assist in pupil supervision and assist in the management of pupil behaviour. 	

- To provide information to the class teacher to assist in the planning of work programmes.
- To provide clerical and administrative support

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.

Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.
--------------	---

Agreed by: Mrs Mairi Ash