School Logo

Teaching and Learning Family

Teaching Assistant General - Job Description		
Role Title	**Typically reports to**	
Teaching Assistant General	Headteacher or designated member of staff	
JE Code	**Grade**	**Date of profile**
D176	3	DD/MM/YY

Purpose of the role (job statement)

To work under the direct instruction of the 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.

Main duties:-

Support for pupils

- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters,
- Supervise and support pupils ensuring their safety and access to learning,
- Establish good relationships with pupils, acting as a role model, and being aware of, and responding appropriately to, individual needs,
- Promote the inclusion and acceptance of all pupils,
- Encourage pupils to interact with others and engage in activities led by the teacher,
- Encourage pupils to act independently, as appropriate,

Support for the teachers

- Prepare classroom as directed for lessons and clear up afterwards and assist with the display of pupils' work,
- Be aware of pupil problems/progress/achievements and report to the teacher, as agreed,
- Undertake pupil record keeping, as requested,
- Support the teacher in managing pupil behaviour, reporting difficulties, as appropriate,
- Gather/report information from/to parents/carers, as directed, provide clerical/admin support e g photocopying, typing, filing, collecting money etc,

Teaching and Learning Family

Support for the curriculum

- Support pupils to understand instructions,
- Support pupils in respect of local and national learning strategies e g literacy, numeracy, KS3, early years, as directed by the teacher,
- Support pupils in using basic ICT, as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use,

Support for the school

- Be aware of, and comply with, policies and procedures relating to child protection, health,
- Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person,
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop,
- Contribute to the overall ethos/work/aims of the school,
- Appreciate and support the role of other professionals,
- Attend relevant meetings, as required,
- Participate in training and other learning activities and performance development, as required,
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes,
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required,

School Logo

Teaching and Learning Family

Person Specification – Teaching Assistant General Grade 3			
Area	**Criteria** **Requirement - E = Essential - D= Desirable** **Assessment by Application =A Interview process = I**	**R**	**A**
Skills Knowledge Aptitudes	• Appropriate knowledge of first aid, • Use basic technology – computer, video, photocopier, • Ability to relate well to children and adults, • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these,	E E E E	A I A I A I AI
Qualifications and Training	• Current NVQ level 1 or equivalent in English and Maths **and** experience in relevant disciple/job role,	E	A
Experience	• Working with, or caring for, children of relevant age,	E	A I
Disposition	• Able to work on own initiative and as part of a team with minimal supervision, • A friendly, positive and flexible approach,	E E	AI AI
Conditions of Service			
National Joint Council			

Signature of post holder **Bafrin Zarei** **Date 24 / 6 /2026**

Signature of headteacher **Date / /**

Our school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an enhanced disclosure from the Disclosure & Barring Service.

Teaching and Learning Family

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.