

# Teaching Assistant

## Job Description



**Post Title:** Teaching Assistant

**Responsible To:** Learning Support Team Leader

**Grade:** Grade 5 Scale Point 6 (£26,846 FTE pro rata)

**Hours:** 32.5 per week. 5 days a week, 08:25 to 15:40 (50 minutes for lunch)

### Main Purpose:

Under the supervision of teachers and senior staff undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils in or outside the classroom, providing specialist support to maximise development and achievement.

### Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil responses
- Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher/senior staff
- Support pupils' social, emotional and physical well-being, reporting concerns to the appropriate person.
- Provide support to pupils with Autism and other Special Educational Needs including as a keyworker.
- Have knowledge of and comply with all school policies and procedures including code of conduct safeguarding, health and safety, confidentiality and data protection, reporting all concerns to a nominated person
- Encourage independent learning and promote inclusion of all pupils in and outside the classroom and escorting and supervising pupils on educational visits and out of school activities
- Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate; contributing to meetings, SEN Support Plans & EHCP provision under the guidance of the STA/HLTA
- Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour
- Supporting and encouraging the school's ethos, objectives, policies and procedures
- Undertake work on appropriate computer systems including efficient use of Microsoft Office applications.
- Assist staff, parents, pupils and external agencies with general queries
- Maintain effective and secure data storage and retrieval systems (manual and electronic).
- Operate the School's Information Management System (SIMS) in relation to performing the duties of the role

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- 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. This includes reporting any safeguarding concerns to Pastoral Leads/ DSL/DDSL/CPOMS
- 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
- Attend and participate in regular meetings relevant to the role and its development
- Participate in training and other learning activities as required
- Alongside teaching staff undertake planned supervision of pupils during out of school hours activities and in-school events from time to time
- To accompany staff on educational trips and visits (occasionally by agreement).
- Ensuring deadlines are met

#### **Health and Safety, Safeguarding, GDPR**

- To adhere to school policies at all times
- Ensure that risk assessments are carried out in line with the school Health and Safety policy
- Ensure that department staff are aware of Health and Safety issues including the need to report to the Site Manager all health and safety problems, accidents, and “near misses”
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety & Welfare
- To be accountable for promoting and safeguarding the welfare of pupils
- To ensure the role is undertaken within all aspects of GPDR good practice

This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job role

Cockermouth School is committed to safeguarding and promoting the welfare and well-being of its pupils, engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

**October 2026**

## Responsibilities Statement

|                                                                                                                                                           |
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| <b>Leadership (Self and Team)</b>                                                                                                                         |
| Prioritising own activities within a series of allocated tasks.                                                                                           |
| Contributing to teamworking                                                                                                                               |
| Supporting and guiding less experienced staff, if required.                                                                                               |
| Clarify what is personally required to do the job well and takes pride in own work.                                                                       |
| Accept feedback to improve effectiveness                                                                                                                  |
|                                                                                                                                                           |
| <b>Delivering Results</b>                                                                                                                                 |
| Implementing a defined programme/activity/plan within a specified timescale                                                                               |
| Carrying out duties in accordance with instructions, standard procedures and agreed programmes / plans including tailoring to meet pupils specific needs. |
| Contributing to planning and then preparing a specific programme or activity                                                                              |
| Planning and delivering daily tasks to ensure service delivery                                                                                            |
| Monitoring delivery against agreed programme, where necessary overcoming obstacles or making adjustments.                                                 |
| Maintaining records.                                                                                                                                      |
| Reporting on pupils' circumstances                                                                                                                        |
| Liaising with line management on routine and non-routine/non-standard issues, referring non-standard situations appropriately.                            |
| Check facts and consider options before deciding on how best to do own job.                                                                               |
| Report repeated problems, waste and inefficiency.                                                                                                         |
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| <b>Service Improvement</b>                                                                                                                                |
| Monitoring, assessing and adapting the activity/programme/plan for continued positive impact.                                                             |
| Making recommendations for improvement.                                                                                                                   |
| Cooperating with change and liaising with line management on routine and non-routine/non-standard issues.                                                 |
| Open-minded about new ways of working and committed to make improvements.                                                                                 |
|                                                                                                                                                           |
| <b>Managing Resources</b>                                                                                                                                 |
| Coordinating the use of resources with internal and external colleagues engaged in delivering the programme.                                              |
| Handline cash, including pupil moneys.                                                                                                                    |
| Identifying, requesting, organising and using the resources necessary for service delivery.                                                               |
| Ensuring preparation of the environment and assessing and managing risks.                                                                                 |
| Using equipment relevant to the work area.                                                                                                                |
| Maintaining accurate records in accordance with procedures.                                                                                               |
| Collating data for reports, as directed                                                                                                                   |
| Understand that all actions have a cost so use resources efficiently                                                                                      |
|                                                                                                                                                           |
| <b>Customer and Community Focussed</b>                                                                                                                    |
| Providing tailored assistance to meet the needs of the pupil, including some who may have challenging behaviour.                                          |
| Providing personal and /or health care to pupils, as appropriate, supervised by specialist, qualified staff.                                              |
| Acting as a first point of contact and proving initial judgement on how to meet the pupil needs.                                                          |
| Working directly with pupils/pupil groups in areas of activity that are closely defined by policy, procedure and working practice.                        |
| Communicating with pupils' parents/carers and others involved in their wellbeing.                                                                         |
| Cooperating with, and providing information to external agencies.                                                                                         |
| Respond to pupil/parent/staff needs; deal with people in a courteous, timely and professional manner.                                                     |
|                                                                                                                                                           |
| <b>Qualifications, Knowledge, Experience and Expertise</b>                                                                                                |
| NVQ Level 2 or 3, or equivalent experience or knowledge in the relevant work area.                                                                        |
| GCSE grade 4 in English and maths (or equivalent)                                                                                                         |
| Knowledge of the procedures in the service area and how to apply them.                                                                                    |

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|---------------------------------------------------------------------------------------------------------------------|
| Knowledge of Health and Safety and related procedures and policies and how they apply to the work area.             |
| Practical experience in the workplace with vulnerable and / or young people, to understand risk and safety hazards. |
| Committed to ongoing personal development.                                                                          |
| Knowledge of how best to deal with and refer emergencies and non-standard cases.                                    |
| Ability to cope with significantly challenging behaviour and circumstances.                                         |