



Canterbury Road Primary School

Teaching Assistant

Job Description 2026

Support for the pupils/families

- 🌱 Assess, manage and deliver pastoral and learning support.
- 🌱 Provide feedback to pupils in relation to progress and achievement.
- 🌱 To work with pupils, understanding how to motivate and encourage them to achieve and develop.
- 🌱 To work with the SENCO and other teachers to develop and implement IEPs and behaviour mentoring plans.
- 🌱 To understand the individual needs of children and be responsible for advising them on social, health and hygiene development.
- 🌱 To deal with minor incidents and the health and hygiene of the children and where necessary.
- 🌱 Promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities.
- 🌱 To read with individual children and groups and complete reading records as directed by the class teacher.

Support for the teachers

- 🌱 Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment.
- 🌱 To feedback the achievements of pupils to the class teacher through the agreed monitoring systems.
- 🌱 To report on pupil achievements and adjust their work as necessary in small groups.
- 🌱 To establish and maintain constructive relationships with parents/carers by:
 - supporting their role in pupils learning,
 - providing constructive feedback on pupil's progress and achievements
 - support home to school/community links.
- 🌱 To lead on developing behaviour strategies. To be proactive in managing behaviour to promote self control, independence and integration.
- 🌱 To provide other administrative support including dealing with photocopying, correspondence, compilation/analysis/reporting on attendance, exclusions etc, making phone calls etc and liaison with relevant bodies (for example, feeder schools).
- 🌱 To work within an agreed system of supervision with small groups of children and to take responsibility for their learning.
- 🌱 To provide teaching cover when needed to support consistency of education.
- 🌱 To work in partnership with the reception class teacher to support the school induction programme. This may include contributing to parents evening as appropriate.
- 🌱 To accompany teachers and classes on educational visits.
- 🌱 To work with the class teacher in dealing with finished work and preparing displays and filing work
- 🌱 To work with small groups of children and to take responsibility for their learning.



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Support for the School

-  Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
-  Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
-  Contribute to overall ethos/work/aims of the school.
-  Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
-  Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
-  Contribute to the identification and running of appropriate out of school learning activities which consolidate and extend work carried out in class.
-  Attend and participate in regular meetings, and in training and other activities as required.
-  To assist in the general care of the school environment by undertaking tidying of general areas (staff room, fridge etc).
-  To assist with children at the beginning and end of the day and in the playground as required.
-  To attend meetings with line managers as required.
-  To promote equal opportunities at all times.
-  To work with the Line Manager about timetable arrangements, and when appropriate, be responsible for arranging cover when Teaching Assistants are absent.
-  To work with the lead teacher for Teaching Assistants in supporting and maintaining the appraisal system for Teaching Assistants.
-  To undertake the invigilation of tests.

Support for the Curriculum

-  Within an agreed system of supervision, deliver learning and teaching activities and adjust these where necessary.
-  Actively investigate courses and activities outside of the school.
-  Advise, demonstrate and assist in the safe and effective use of specialist equipment/materials, including use of ICT.
-  Determine need for, select and prepare the use of specialist equipment, plans and resources necessary to both lead and support learning activities, taking into account pupils' interests, language and cultural backgrounds.
-  Deliver local and national learning strategies for example, literacy, numeracy, early years and make effective use of opportunities provided by other learning support activities to support the development of pupil's skills.



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Special Educational Needs

-  Determine need for, select and prepare the use of specialist equipment, plans and resources necessary to both lead and support learning activities, taking into account pupil's interests, language and cultural backgrounds.
-  Take an active role in the provision of support for children with special needs.
-  Establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed pupils.
-  To work co-operatively with other members of staff, attending half-termly meetings with the Head and/or Deputy Head Teacher.

Signed (Head Teacher) _____ Date _____

Signed (staff member) _____ Date _____