JOB DESCRIPTION

POST DETAILS

TITLE	**1 to 1 Teaching Assistant**
	(Level 2)
SCHOOL	**Devon Moors Federation**
LINE MANAGER	**Executive Headteacher and Head of School**
GRADE	**B**

PURPOSE OF JOB

To work under the direct instruction of 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. Work might occasionally, but not regularly, take place outside the main teaching area.

MAJOR RESPONSIBILITIES

To work under direct supervision/instruction to support access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Working with small groups or one to one
- Undertaking general clerical/organisational support for the teacher

DUTIES

Support the teacher by:

- Preparing the classroom as directed for lessons and clearing afterwards
- Assisting with the display of pupils work
- Being aware of pupil problems/progress/achievements and reporting these to the teacher as agreed
- Undertaking pupil record keeping as requested
- Being aware of/working within planned learning activities
- Occasional contribution to planning e.g. for individual pupils, general literacy/numeracy
- Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate
- Gathering/reporting information from/to parents/carers as directed
- Invigilating/administering routine tests/exams
- Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Supporting pupils by:

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Attending to the pupil's personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all pupils

- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Encouraging pupils to act independently as appropriate

Support the curriculum by:

- Supporting pupils to understand instructions
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years etc. as directed by the teacher
- Supporting pupils using ICT as directed
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

Date: April 2026

Signatures:

Manager: ……

Post Holder ……

PERSON SPECIFICATION

TITLE: Teaching Assistant Support Staff

SCHOOL: Devon Moors Federation

GRADE: B

Category	Requirements	Essential/ Desirable	Method of Assessment
Education and Training	Good numeracy/literacy skills to GCSE Grade C or equivalent	Essential	Application
	Requirement to participate in training/ development as and when identified by line manager as essential for performance of the post	Essential	Application and Interview
	Willingness to participate in other development and training opportunities	Essential	Application and Interview
	Completion of DCC TA Induction Programme, or (if not completed) a requirement to do so, ideally within first 6 months of appointment.	Desirable	Application and Interview
	Early Years Qualification Level 2	Desirable	Application and Interview
Experience	Working with or caring for children of relevant age, of completion of the DCC TA Access Course	Desirable	Application and Interview
Skills/Abilities	Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	Essential	Application and Interview
	Ability to relate well to children and adults	Essential	Application and Interview
	Ability to work constructively as part of a team, to understand classroom roles and responsibilities and to understand own position within these	Essential	Application and Interview
	Knowledge of the Little Wandle phonics System	Desirable	Application and interview
	Excellent and fluent written and spoken English language skills with the ability to communicate clearly and accurately.	Essential	Application and interview