

# TA Job Description 2026

## Luckington Community School



### Main purpose

The TA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Supervise the children during their lunchtime play

### Duties and responsibilities

#### Teaching and learning

- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Undertake any other relevant duties given by the class teacher

#### Planning

- Prepare the classroom for lessons

#### Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Develop effective professional relationships with colleagues

#### Extended Day Support Assistant - The Nest

- Help run the Breakfast and After School sessions in The Nest, creating a calm and welcoming environment for pupils.
- Welcome pupils and support a positive start and end to the school day.
- Prepare, serve and clear away breakfast and light tea, encouraging pupils to help and develop independence.
- Supervise pupils to ensure their safety, wellbeing and positive behaviour.
- Support a range of indoor and outdoor activities, including games, crafts and quiet play.
- Support pupils with homework, such as listening to readers and practising spellings.
- Encourage independence, responsibility and good social skills through shared routines.
- Set up and tidy away resources and equipment used during sessions.
- Communicate effectively with colleagues to ensure continuity between the school day and extended provision.
- Follow all safeguarding, health and safety and food hygiene procedures.
- Build positive relationships with pupils, parents and colleagues.

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

## **Professional development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Other areas of responsibility**

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct.