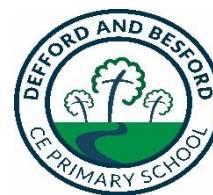


**Teaching Assistant
with
Pastoral Lead**

HLTA – Grade 4

**Defford and Besford
CE
Primary School**



The post holder is accountable to the headteacher for all duties and responsibilities.

Job Purpose:

- To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/ groups or short term for a whole class, monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for the management and development of a specialist area within the school

Main Responsibilities and Tasks:

Under the direction and supervision of a qualified teacher the HLTA may:

- Assess the needs of pupils and use knowledge and specialist skills to support pupil's learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Assist with the implementation of learning plans (IPMs) where appropriate.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for teachers:

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons systematically and provide evidence of range and level of progress and attainment.

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupil learning (contributing to/ leading meetings with parents to provide constructive feedback on pupil progress/ achievement)
- Administer and assess/mark tests.
- Production of lesson plans

Support for the curriculum:

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/ needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupil's interests, language and cultural backgrounds.

Support for the school:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support an inclusive approach to teaching and learning, ensuring all pupils have equal opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Participate in training for other teaching assistants.

Pastoral Lead Job Purpose

Lead the school's trauma-informed approach in line with TISC principles.

Responsible for promoting the holistic wellbeing, safety, and inclusion of all pupils and staff using knowledge and strategies rooted in TISC. Drawing on TISC training, the role ensures that school systems, interventions, and daily practice recognise the impact of trauma on behaviour, learning, attendance and emotional regulation.

Duties and Responsibilities

- Provide pastoral support to pupils.
- Provide training and support to the whole staff team to implement successful strategies from the TISC approach to support pupils and behaviour systems.
- Assist in developing and updating school policies to ensure a trauma informed approach is represented and evident, ensuring all staff are aware of their roles and responsibilities within these.
- Be a positive role model for staff and pupils.
- Communicate and liaise effectively with staff, pupils, governors and members of the local community as appropriate.
- Liaise closely with the SENDCO regarding early intervention for vulnerable children, communicating and sharing records of intervention in a timely manner.
- Monitor and review impact of strategies applied to pupils/ groups of pupils.
- Design and implement appropriate pupil monitoring and support systems such as daily reports, achievement reporting, individual target setting and mentoring relating to pastoral provision.
- Liaise with SENDCO in relation to any child receiving additional pastoral intervention or support.
- Re-enforce expectations and effective learning behaviours across the school.
- Assist in home visits to families where there is a welfare concern.
- Work with all pupils, be aware of vulnerable groups and their specific needs.
- Liaise with parents and carers to ensure positive relationships with home to provide the best all-round support for pupils.
- To engage in CPD opportunities as appropriate to ensure the school's approaches remain current.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so constructed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. HLTA will be expected to comply with any reasonable request from the senior leadership team (SLT) to undertake work of a similar level that is not specified in this job description.

The headteacher reserves the right to alter the content of this job description, after consultation with the post holder, to reflect changes to the job if necessary.

Defford-cum-Besford CE First School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job description last updated in February 2026.

Signed: (Headteacher)

Signed: (Post holder)

Through faith, friendship and fun we learn and grow