

JOB DESCRIPTION

Post: Teaching Assistant

Responsible to: Headteacher and School Governing Body

Duties shall include:

Supporting the pupils

Supporting the teachers

Supporting the curriculum

Supporting the school community

Supporting the pupil

- To ensure the well-being of the child in your care and nurture their self-esteem
- Follow the guidance of class teachers when involved in curriculum activities, seeking additional clarification when necessary.
- Caring for a child who is unwell, who requires support or who needs assistance
- Provide active support for learning activities working with the teacher to plan what you will do, when, how and with which pupils. When required provide written assessments and contribute to meetings towards an overall Teacher Assessment or review of provision.
- Develop resources for a specific purpose, where appropriate.
- Maintain up to date records (written or electronic) for pupil behaviour/ progress/ concerns/ achievements on whichever system required by the teacher / school.

General

- Supporting pupils in their learning as directed by the class teacher
- Reinforcing the behaviour policy in the school
- Encouraging children to respect each other and their property
- Assisting children with their physical needs as appropriate
- Helping children use appropriate resources

Supporting the teachers

- Working with directed groups/individuals
- Monitoring children's individual needs and reporting this to the designated teacher as appropriate.
- Organising and preparing resources
- Intervening to stop inappropriate behaviour
- Assisting with clearing up by encouraging the children to take responsibility
- Photocopying, replenishing resources and assisting with classroom management
- To assist in maintaining an attractive teaching environment

Supporting the curriculum

- Participating in appropriate curriculum training
- Reading with children
- Helping to maintain a quiet working environment
- Reinforcing what the teacher has said e.g. the learning intention

Supporting the school community

- Reporting Health and Safety hazards immediately
- Checking toilets/cloakrooms etc in an emergency
- Sharing the responsibility of clearing general areas in the school
- Supervising in the outdoor environment
- Supervising children on visits outside school
- Supervising toilet and cloakroom areas
- Familiarising yourself with and reinforcing school policies
- Liaising with parents as appropriate and in-line with school policy

General

- Training to perform first aid for adults and children
- Carry out first aid for the school community as required
- To promote positive attitudes
- Supervising children inside and outside during lunchtimes and playtimes and during trips and off-site activities
- To be prepared to attend appropriate training
- Any other reasonable request of the Headteacher
- By carrying out these duties to the best of your ability you will be supporting the ethos of this school.

The school will:

- Provide a calm working environment
- Support your training requirements
- Provide/arrange training for First Aid, Asthma and the use of EPIPENS etc as necessary

Signed:

Teaching Assistant: _____ Date: _____

Headteacher: _____ Date: _____