



## Job description

<b>NAME:</b>	
<b>POST TITLE:</b>	Teaching Assistant
<b>PAY SCALE:</b>	Scale 2- 39 weeks 8.30-3.30pm (6 hours)
<b>PURPOSE OF THE JOB:</b>	To give general assistance to the teaching staff, both in the classroom and around the school in catering for the educational and social needs of the pupils.
<b>RESPONSIBLE TO:</b>	Lead Teaching Assistant

### Specifically:

1. To prepare and assist in the preparation of the classroom, resources, equipment and computers for use by the pupils, eg preparing displays, preparation of class books. To also ensure that equipment or materials are suitable for learning activities.
2. To motivate and support pupil(s) to remain on task and complete work in a focused way.
3. To work with individuals and groups on specific activities, including the delivery or intervention strategies, under the management of the teacher and/or other lead person.
4. Assisting the teacher to supervise pupils' individual plans, both indoors and outdoors. Assisting with work programmes and written observations and records on individuals' progress.
5. To contribute to the management of pupil behaviour following the agreed school behaviour policy.
6. To take part in school events and activities as required
7. Supporting pupils on educational visits and outings from school, including supervising groups, under the direction of the teaching staff.
8. To pass on information about pupils' personal and educational needs to appropriate staff and other professionals. To support teachers by passing on information to parents in a child's contact book or verbally if directed by teaching staff/senior leadership. To attend team meetings and review meetings as required.
9. To support pupils in physical activities (e.g. PE, drama, etc) as required.
10. To ensure the physical welfare of pupils and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene, including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting pupils during break and lunch times.
11. To undertake training and attend INSET days in accordance with contractual arrangements.
12. To contribute to whole school policies.
13. If first aid trained, attend to minor accidents at school and supervise unwell children at the direction of the Headteacher.
14. To maintain the health & safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your manager.
15. To support the school's/borough's equal opportunities policies.

Other: Assisting with any other duties of a similar level of responsibility as required by the Headteacher.

**Signed:** (Headteacher) \_\_\_\_\_ **Date:** \_\_\_\_\_

- ☐ I have read the school's **Child protection policy**
- ☐ I have read the guidance in the **Keeping children safe in education: information for all school and college staff**
- ☐ I agree to abide by the **Staff handbook**

**Signed:** (Post Holder) \_\_\_\_\_ **Date:** \_\_\_\_\_