

# Teaching Assistant Job Description



## Teaching and Learning

1. Assist in the educational and social development of pupils under the direction and guidance of the SLT and class teacher.
2. Assist the class teacher with planning, working with children in the classroom, and making the appropriate resources when and where necessary.
3. Provide support for groups and individual pupils inside and outside the classroom to enable them to fully participate in activities.
4. Work within a team and support any pupils with emotional or behavioural problems and help to develop their social skills.
5. Assist with the supervision of pupils outside lesson times i.e. in the playground, on buses or on school trips.

## Administrative Duties

1. Help to prepare and display the children's work.
2. Assist the class teachers with photocopying and any other tasks to support teaching.
3. Undertake any other duties from time to time as the Head Master may require.

## Standard and quality assurance

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings.
4. Undertake professional duties that may be reasonably assigned by the Head Master, such as parent's evenings, events involving the whole school, FOA events, etc.
5. Be proactive in matters relating to health and safety.