



## **Job Description : Teaching Assistant**

### **General areas of responsibility**

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Management Team or Compliance Manager
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for professional reviews
- To supervise late club on a regular basis, as directed by the Deputy Head (Administrative)
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head / Deputy Heads
- To carry out supervisory duties, including playground and lunch supervision, as directed by the Deputy Head (Administrative)
- To cover for absent colleagues, when required, as organised by the Deputy Head (Administrative)
- If notified in advance, to take games and school teams as required by the Director of Sport
- To take part in residential trips, if necessary and reasonable
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom
- To ensure that all pupils adhere to the School rules
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress

### **Specific duties of a Class Teaching Assistant**

- Assisting with road crossings and transitions between buildings (**to take priority over other duties**)
  - a) To be available, when needed, to assist teachers crossing the road and walking children between buildings

- Supporting the pupil
  - a) supporting all pupils with whom you come into contact
  - b) working with individual or groups of pupils as directed by the class teacher or SENCo, under the class teacher's supervision
  - c) taking a group or individual children as designated by the class teacher or SEN team for the RML (phonics) programme, top up sessions, reading support and Learning Support sessions
  - d) helping to develop pupils' social skills
  - e) giving appropriate support to any pupils with special needs, either physical, behavioural or educational, as directed by SENCo / class teacher
  - f) ensuring pupils are given care and protection
  
- Supporting the teacher
  - a) supporting group work and whole-class work
  - b) helping to assess pupils' literacy, numeracy and reading performance
  - c) performing routine tasks, for example, preparing materials and setting up resources for 'Early Morning Learning' and the day ahead
  - d) assisting teachers and other staff, as directed by Head of Section.
  - e) supporting the class teacher you are assigned to. You may be assigned to a different teacher from time to time over the course of the year, as directed by the Head.
  - f) Record observations of children regularly and communicate this to the class teacher.
  - g) If working in the Early Years, recording observations using the online profiling system, ensuring good spelling, grammar and punctuation
  
- Supporting the Curriculum/helping to organise materials used in all lessons
  - a) supporting individual pupils, groups or the class, while the teacher works with a group of children / individual child
  - b) support in Information Communication Technology classes
  - c) support in other specialist lessons as required, e.g. accompanying classes to Swimming or PE lessons off site
  - d) taking groups in games/playtime activities.
  - e) participating in, and contributing to, team planning, self-evaluation and in-service training in assigned areas of the curriculum and in the provision of pastoral care
  - f) in the Early Years TAs will plan the activities for indoor and outdoor play and will contribute observations and notes to EYFS online profiles
  
- General activities
  - a) supervision of pupils out of class (e.g. lunch time, playground, late club)
  - b) extra-curricular activities and visits
  - c) photocopying and management of resources
  - d) first aid
  - e) interaction with parents
  - f) creating and updating classroom displays, as directed by class teacher or Head of Art
  
- Taking on teaching role
  - a) having received RML training, teach a group of approximately 10 children in the RML programme (in Reception and Year 1)
  - b) in Key Stage 2, teaching small groups for comprehension, group reading and/or spelling, as the teacher requires
  - c) in the event that the form teacher is away, cover may be required for the teacher in his/her absence
  - d) there will be opportunities for professional development and TAs may be offered extra responsibilities, depending on their performance and qualifications