



Job Description

Job Title

Teaching Assistant

Relationships/Line Management

Responsible to:

- Headteacher
- Deputy Headteacher
- Assistant Headteacher
- Class Teacher

Responsible for:

- The pupils in your charge

Important relationships:

- Pupils and parents
- Other members of staff
- The Governing Body
- The Parent Staff Association

Main Purpose of Job

Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or groups of pupils supporting access to all areas of learning, including physical care and well-being. Also to provide general support to the teacher in the management of pupils and the classroom.

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

Support for Teachers

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of any issues pupils may have and report progress and achievements to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Provide basic clerical and administrative support e.g. photocopying, typing, filing, etc.

Support for the Curriculum

- Support pupils to understand instructions
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
- Supporting pupils in using basic ICT as directed
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

Standards and Quality Assurance

- Supporting and upholding the aims and ethos of the school
- Be aware of and comply with all school policies and procedures particularly those relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To also be fully aware of the principles of safeguarding
- To ensure that the staff member's line manager is made aware and kept fully informed of any concerns which the staff member may have in relation to safeguarding and/or child protection

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.