

ROLE OF THE TEACHING ASSISTANT

Teaching Assistants responsibilities are as follows:

Daily hours

- 8am – 15:45pm

Teaching

- To support the class teacher with implementing schemes of work planned by the teacher
- To assist the class teacher with hearing children read
- To liaise with the class teacher and other specialists to ensure understanding of planned work
- To work with individual or small groups of children on specific tasks differentiated to the particular needs of the child or group
- To motivate and encourage pupils

Other Activities

- To promote the general progress and well-being of individual pupils and any class or group of pupils assigned to them
- To provide guidance and advice to pupils on educational and social matters; making relevant records as needed
- To help prepare resources and classroom displays and organising the classroom as required
- To accompany staff and children on school trips which may require attendance outside normal working hours
- To assist class teacher in any reasonable duties that they may request to enhance the learning experience of the children in their care
- To assist with the running of After School Clubs as required
- To support all school activities, some of which may be outside normal working hours or on days not normally worked

Assessments and Reports

- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Appraisal

- To participate in any arrangements for the appraisal of their performance

Training and Development

- To participate in arrangements for further training and professional development
- To attend staff INSET sessions as requested some of which may be outside normal working hours

Discipline, Health and Safety

- To maintain good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere
- To promote and safeguard the welfare of children
- To adhere to and ensure compliance with the School's Child Protection Policy statement at all times and report any concerns to the designated child protection officer
- To comply with all policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.
- To provide supervision at break times ensuring a positive development of social and moral behaviour

Staff Meetings

- To participate in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements

Cover

- To supervise and as appropriate to teach any pupils whose teacher is not available to teach them

Key Skills required:

- Enthusiasm
- Imagination
- Energy
- Patience
- Adaptability
- Responsibility