

## Teaching Assistant Job Description



### Purpose of the job and key role:

To work under guidance to implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. Assisting the whole planning cycle and the management/ preparation of resources.

**Line Manager:** Inclusion Lead

### Specific Duties and Responsibilities

#### Support for Children

1. To provide support to children in all school and classroom activities
2. To support the learning of individuals and groups of children as identified in the weekly planning and to act as a role model, setting high expectations
3. To work with individuals and small groups on specific activities under the guidance of the teacher and/or other lead person
4. To focus on individual children to ensure their needs are being met within the group
5. To motivate and support children to remain on task and complete work in a focused way
6. To work with other staff to develop and implement IEPs for children
7. To assist the class teacher in record keeping and assessment. To pass on information about children's personal and educational needs to parents, the class teacher and other staff as appropriate.
8. To contribute to team meetings and review meetings
9. To promote the inclusion and acceptance of all children within the classroom
10. To meet the physical/medical needs of the children according to a children's individual care plan in liaison with the SENCO and first aid staff, whilst encouraging independence wherever possible
11. To administer first aid as appropriate

12. To encourage children to interact and work co-operatively with others and encourage positive friendship patterns
13. To participate in and supervise children's play and extend and stimulate language through conversation
14. To support the children in physical activities (PE, Drama etc) as required

### **Support for Teachers**

1. To liaise with teachers re the daily/weekly programme of lessons, activities and events in order to support children and adjust lessons/work plans as appropriate
2. To monitor and evaluate children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
3. To provide objective and accurate feedback and reports as required to the teacher on children's achievement and progress ensuring the availability of appropriate evidence
4. To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
5. To follow the school behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
6. To prepare, and assist in the preparation, of resources, equipment and computers for use by children

### **Support for the School**

1. To promote the policies and ethos of the school. To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
2. To display children's work according to school policy to reflect their achievement
3. To supervise children on outings and visits as required
4. To supervise children at playtime and lunchtime
5. To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Designated Child Protection Officer or the Head of School
6. To treat all information relating to a child as strictly confidential, and to be aware of and comply with school policy and practice
7. To be a proactive member of the school and class team
8. To participate positively and professionally in effective relationships with team members

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*past, present, future*

9. To provide personal care where appropriate
10. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of children
11. To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
12. To attend relevant courses and learning activities in order to update knowledge as required
13. To support with school activities and events such as school fayres and performances as required
14. To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies
15. To be involved in general administration duties as requested by the Class teacher/Senior member of staff.
16. To carry out the above duties in accordance with the School's Equal Opportunities Policy
17. To undertake other duties of a similar level as required by the Headteacher or Executive Headteacher.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.