

Dartford Primary Academy

Job Description

Position: Teaching Assistant

Responsible to: SLT

Role purpose: To support the class teacher in the teaching and welfare of children to attain the targets set within the National Curriculum or Individual Education Plans

Key tasks

1. To provide teaching support in small groups and where necessary work with individual pupils to the highest standards.
2. Assist the implementation of Individual Education Programmes for pupils and help monitor their progress.
3. Assist the teacher in monitoring progress by keeping a daily observation record and maintain special needs records as required.
4. To assist teachers in day to day classroom duties as required e.g. with preparation of the classroom, material and displays to ensure outstanding teaching.
5. To undertake specific duties identified by class teacher/Lead teacher.
6. Reinforce the behaviour policy and aim to raise self-esteem and encourage independent working.
7. To assist with pupils who are unwell and provide basic first aid cover to the children on a rota basis at break times.
8. To participate in in-service training and attend staff meetings when appropriate.
9. To maintain a positive, supportive attitude within a team, to implement agreed school policies, aims and objectives and to promote the school ethos.
10. To do playground duty on a rota basis at break times.
11. Work with other professionals, such as Speech Therapists and Educational Psychologists, as necessary.
12. Undertake other duties from time to time as the Principal requires.
13. Set an excellent example in terms of dress, punctuality and attendance.

It is important that the person appointed can support the ethos of the school and its way of working and be able to work under specific instructions from the Principal, Class Teacher, SENCO and Lead teacher.