



Job Description

Teaching Assistant

Knowledge, Skills and Experience

Purpose: To support the teaching staff in the development and education of pupils in accordance with the aims and policies of the school.

Responsibilities

1. Assist teaching staff in the delivery of learning activities and work programmes and undertake pre-determined activities with pupils so that their intellectual and social development (including self reliance and self-esteem) is fostered
2. Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when writing and developing their plans
3. Supervise activities of individuals or groups of pupils both in and out of the classroom to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy
4. Monitor individual pupils' progress, achievements and development and report these to teaching staff to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil
5. Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning pupils' well being
6. Record pupil information, as specified by the teaching staff, to ensure the school's information systems are maintained
7. Attend to the personal, social and physical needs of pupils so that their well being is maintained
8. Prepare and maintain learning equipment and ensure that the classroom is kept safe, clean and tidy
9. Display and present the pupils' work, under the direction of the teaching staff, so that it enhances the classroom environment and celebrates the children's achievement
10. Attend staff and other meetings when required and take full and active participation in staff training, development work and staff reviews as required