

LONDON BOROUGH OF HOUNSLOW - JOB DESCRIPTION

Post details: Generic Job Description for Primary Schools

Ref No. 2c

Job Title : Teaching Assistant (General)

Grade : SC5

Line Manager : Class Teacher/SEN Co-ordinator

Main purpose of the job

To work under the guidance of the class teacher or SEN Coordinator to implement agreed work programmes with individuals or groups of pupils to promote effective teaching and learning.

To occasionally supervise whole classes during the short term absence of the class teacher (with appropriate supervision of a teacher, not necessarily based in the class).

To provide general support to the class teacher in the management and organisation of the pupils and the classroom.

To assist the teacher in creating and maintaining a purposeful, orderly and supportive environment.

To promote the inclusion of all pupils.

Work may be carried out in the classroom or outside the main teaching area including, by arrangement, the supervision of pupils in out of school hours activities.

Supervisory responsibility

None, apart from assisting in work familiarisation of new members of staff or volunteers.

Main responsibilities and tasks

1. Within a framework of supervision, to deliver agreed learning activities/teaching programmes to individuals or groups of pupils, or to the whole class. Some activities/programmes will require developed knowledge/skills to be applied, e.g. in setting differentiated work according to individual needs or working on specialist programmes such as ELS, ALS, Springboard, etc.
2. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.

3. To prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use. To make or adapt resources (e.g. worksheets or sight cards) to enable the pupil(s) to access the learning activity at their appropriate level of understanding.
4. As required, to prepare the classroom for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
5. To work on classroom displays following consultation with the teacher.
6. To monitor and evaluate pupils' responses to learning activities and progress towards targets, record achievement and feedback to the teacher and/or other professionals as required. This may include assistance with the development and implementation of IEPs and other programmes as appropriate.
7. To administer and mark tests and basic homework as required by the class teacher.
8. To maintain an awareness of pupil problems and report these to the class teacher as required.
9. To encourage pupils to interact with others and engage in activities led by the teacher.
10. To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
11. To work with the teacher in the planning of work and activities as appropriate.
12. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.
13. To assist with the general pastoral care of the pupils, including helping pupils who are sick, distressed or injured.
14. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
15. To assist with the supervision of pupils out of lesson time, as necessary for their safety.

- 16. To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- 17. To attend relevant meetings and participate in training opportunities and performance development as required.
- 18. To undertake any other broadly analogous duties.

Signatures – line manager and job holder

Signed..... Dated:.....
linemanager

Signed..... Dated:.....
postholder

The duties of this post will change and develop over time. It is the jobholder’s responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.