



**Job Title: Teaching Assistant**

**Job Purpose:**

- Support the class teacher on a lesson-by-lesson daily basis.
- Support individual and groups of children within the classroom.
- Plan and deliver small group interventions.
- Maintain the positive ethos and core vision and values of the school, both inside and outside the classroom.
- Ensure high levels of progress and attainment for all pupils.
- Support with the supervision of pupils in the playground or the classroom, depending on the weather.
- Attend to minor accidents or child illness during play times and seek appropriate assistance if necessary.
- To attend meetings and annual reviews and to contribute to Individual Support Plans as necessary.

**Duties:**

- Support initiatives decided by the Headteacher and Class teacher.
- Uphold and comply with the school's policy in respect of child protection and safeguarding matters.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Actively promote, support and encourage the school's ethos and its objectives, through good practice, policies and procedures as agreed by the governing body.
- Participate in the performance management system for the appraisal of their own performance.
- Build up a good relationship with the children.
- To support the development of children's social, emotional and personal skills.
- To promote, reinforce and model good self-esteem, behaviour, motivation and wellbeing.
- Establish good relationships with staff, parents and pupils, encourage good working practices and support staff in the team.
- Liaise effectively and professionally with staff, teachers and parents as required.
- Ensure activities are undertaken with due regard to health and safety policies.
- Be confident and competent using IT to support teaching and learning.
- Attend training as required.
- Be required to perform any other reasonable tasks after consultation.

This job description is used as a guideline to assist you in your duties. It is not an exhaustive list and we would be pleased to discuss any constructive comments you may have. The evolving nature and changing demands of the school means that this job may be subject to

change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the school.

**West Buckland Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure.**

**Safeguarding is everybody's responsibility.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed (Headteacher) \_\_\_\_\_ Date \_\_\_\_\_