



Teaching Assistant JOB DESCRIPTION

Responsible to the Headteacher

Line manager: the class teacher(s)

All staff are expected to:

- work in accordance with school policies, providing excellent moral, social, spiritual and cultural role models;
- put the needs of the school's pupils first and actively promote an enthusiasm to learn.

Function

To provide support service – complementary to the teaching activities – in the school.

In particular to provide:

- 1) general classroom support in a number of classrooms;
- 2) curriculum support for individual and groups of children;
- 3) administrative support for class teachers;
- 4) general support around school as and when needed and directed.

In all cases support will be given as directed by the Class Teacher and Headteacher.

See also: "Teaching Assistant Competences"

General Duties

You are required as a Teaching Assistant to support the class teacher as directed by the Headteacher. The principal duties shall be drawn from the following list.

1. Curriculum support

To:

- a. work alongside the children as directed by the teacher supporting the learning programme being followed in the classroom, as established by school policies
- b. make and display teaching aids
- c. prepare equipment and put it away after the teaching sessions
- d. prepare materials and put it away after the teaching session
- e. repair books and to undertake basic repairs in education equipment
- f. teach intervention programmes to groups
- g. liaise with the person responsible for SEN for guidance on programmes to be delivered to children with special educational needs

2. Welfare support

To:

- a. assist with the supervision of pupils – for example, during morning and afternoon break times, when pupils are waiting to be examined or treated by Health Service Staff, in library areas, and on transport between the school and off-site activities.
- b. help children with personal cleanliness, and clear messes when the caretaker or cleaner is not available.
- c. assist infants or children with physical difficulties with dressing and undressing on their arrival and departure and before and after P.E.
- d. manage the lost property arrangements.

3. Administration

- a. To assist the class teacher in maintaining records of pupils and other class administration activities. Under the direction of the class teacher to:
 - *record compile, enter data on the computer system and file;*
 - *photo-copy;*
 - *prepare resources;*
 - *organise and tidy resources;*
 - *mark tests;*
 - *collect and process trip money to send to the office;*
 - *put up displays;*
 - *manage pupil absence record;*
- b. To assemble information that is required in considering provision for pupils with special needs.
- c. To attend meetings dealing with particular children you are involved with when possible. These meetings may take place outside normal school sessions and include teachers, parents and outside agencies. When meetings take place outside of normal contracted hours, time will be given in lieu.
- d. To liaise with teachers, educational psychologists, education welfare officers, Health Service staff etc in the administrative aspect of their work
- e. To answer the telephone, receive visitors to the School and answer routing enquiries

4. Other duties and responsibilities

- a. Play an active part in professional development opportunities.
- b. Whenever possible attend the monthly support staff briefing meetings with the person responsible for SEN.
- c. Such other duties as may reasonably be allocated by the Headteacher.
- d. Such other duties specific to your individual role and listed separately.

February 2025