



JOB DESCRIPTION: TEACHING ASSISTANT

Responsible to: Class teacher / Senior Leadership Team

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Your overall responsibilities are:

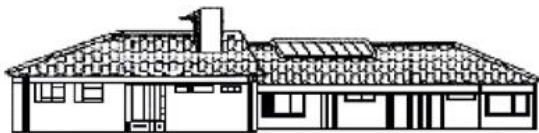
- Assisting class teachers in ensuring that a high standard of education is achieved in the class(es) in which you work which can be across all key stages
- Carrying out duties to assist with the smooth running of the school
- Working with individual pupils identified as needing additional support possibly on a 1:1 basis when required
- As an employee under the Health and Safety Act, ensuring as far as is reasonably possible the health and safety of yourself and those around you, and assisting with the establishment's compliance with Health and Safety Legislation.

Safeguarding and Promoting the Welfare of Pupils

- Help to provide a safe environment in which children can learn, and foster a school environment in which pupils are able to share concerns with trusted adults
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm
- Take appropriate action to record and report safeguarding concerns to the Designated Safeguarding Lead

Your duties regarding assisting the class teacher(s) will include:

- Working with an individual/ small group of pupils, or individual pupils under the overall guidance of the teacher and the SENCO, adjusting activities according to pupil responses.
- Assisting with the pastoral care of the children
- Assisting with the physical care of the children e.g. toilet accidents, tying shoelaces, etc
- Assisting with record-keeping and assessment tasks, sorting work samples, etc
- Liaising with the class teacher, SENCo and other professionals about Pupil Profile/Education Health and Care Plans, contributing to the planning and delivery as appropriate
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Providing lunchtime cover
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- undertaking routine marking of pupils' work



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- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses and planning appropriate interventions as needed.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Attending and participating in relevant meetings as required

To achieve these duties you are required to undertake the following:

- Ensure that the aims and ethos of the school are met
- Foster good relations with all staff
- Implement the school's approved policies

Development & Training

- Participate and undertake in training and other learning activities and performance development, as agreed with the Headteacher

The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher, Deputy headteacher or class teacher.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.