JOB DESCRIPTION

POST TITLE: Teaching Assistant
POST NO:
ACCOUNTABLE TO: School Leadership

PURPOSE OF THE ROLE

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability.
- To work with and support an identified child with specified academic, physical and emotional/behavioural/medical needs on an individual basis.

KEY TASKS

1. To work with a named child, as directed by the class teacher and/or SENCo, to support subjects and learning across the whole curriculum.
2. To establish a supportive, caring and secure relationship with the child, promoting respect, self-esteem and a positive, inclusive whole school ethos.
3. To develop knowledge and understanding of the specific academic, physical and emotional/behavioural/medical needs of the child and respond to them effectively.
4. To assist the class teacher/SENCo with the planning, development and delivery of suitable programmes of work for the pupil.
5. To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the child in using them.
6. To help, support and motivate the child, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved.
7. To contribute to monitoring and recording pupil progress, maintaining records and providing relevant feedback to teachers.
8. To provide welfare support to the child, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required.
9. As directed by the class teacher or SENCo, to liaise with outside agencies, where appropriate, in respect of the child.
10. To assist with general school duties which may include:
    a. Setting up classrooms, preparing resources and displays and tidying and clearing away
    b. Supervision of children during playtimes
    c. Supervision of children entering and leaving school premises

SUPPORTING THE SCHOOL

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.