



## Teaching Assistant Job Description



The information given on this job description is intended to provide both postholder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

### **Post Title: Teaching Assistant**

**Hours: 30 term time only**

**Post Grade: Scale 2, point 4**

### **Prime Objectives of the Post**

To provide practical support for teaching staff and deliver learning to pupils.

To assist the class teachers to raise the standards by creating a stimulating learning environment based on the developmental needs of pupils.

### **Supervisory Responsibility**

None

### **Supervision Received**

To work under the guidance and support of the Headteacher, class teacher and outside agencies.

### **Contacts**

Headteacher/Deputy Headteacher  
Class teachers  
Special Educational Needs and Disabilities Co-ordinator (SENDCo)  
Teaching Assistants  
Members of the Behaviour & Attendance Service  
Parents/Carers  
Other support agencies

### **Main Duties and Responsibilities**

#### **Teaching and learning**

1. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, SENDCo and class teacher.
2. Assist in the implementation of Individual Support Plans for students and help monitor their progress
3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities linked to the National Curriculum.

4. To assist in the planning, organisation and reviewing of activities for pupils.
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
6. Assist class teachers with maintaining learning journals to record pupil progress.

### **Knowledge and Skills.**

1. You will be expected to demonstrate an understanding of:
  - key principles and practices of effective teaching and learning
  - principles of assessment for learning
  - good practice in relation to Literacy and Mathematics
  - principles and practices of monitoring/assessment/evaluation
2. Confident at using ICT as a tool in the classroom or to use to record observations of pupils.
3. To support the schools behaviour policy, implementing positive behaviour management strategies across the school.

### **Support for the Pupil**

1. Developing an understanding of the specific learning needs of the pupils taking into account the type of teaching and learning support involved.
2. Undertaking teaching and learning activities with individuals, groups or whole classes of pupils to ensure their safety and facilitate the physical, emotional and educational development.
3. Promote the inclusion and acceptance of all pupils within the classroom.
4. Support pupils consistently whilst recognising and responding to their individual needs.
5. Using clearly structured teaching and learning activities that motivate and interest pupils and advance learning.
6. Promoting and supporting the inclusion of all children including the implementation of Individual Educational Plans.
7. Using behaviour management strategies, in line with the school's policy, which contribute to a purposeful learning environment.
8. Organise and manage safely the learning activities, the physical teaching space and resources for which the post holder has been given responsibility.
9. Promote independence and employ strategies to recognise and reward achievement of self-reliance

### **Administrative duties**

1. Assist the preparation of displays and teaching materials.
2. Undertake other duties from time to time as the Headteacher requires

### **Standards and quality assurance**

1. Support the aims, ethos and continued development of the school
2. Set a good example in terms of punctuality and attendance
3. Attend team and staff meetings as required and contribute to the development of the school

4. Undertake professional duties that may be reasonably assigned by the Headteacher
5. Be proactive in matters relating to health and safety

**Safeguarding**

1. Have an awareness of safeguarding policies and procedures and Child Protection policies and procedures.
2. To be responsible with the teachers for the care, welfare and supervision of pupils attending the setting.
3. Well-developed sense of empathy and effective communication skills.

**Other duties and responsibilities**

1. To work as part of a team to establish positive links with parents in order to develop a co-operative working relationship.
2. To assist the class teacher in keeping up-to-date records relating to pupil progress.
3. To attend relevant in-service training
4. To work within the framework of the school's policies

**Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

**I have read and understand my role and responsibilities in relation to the duties set out above.**

**Signed:**.....

**Print Name:**.....

**Date:**.....