



JOB DESCRIPTION

TEACHING ASSISTANT

The purpose of your job description is to set out fairly and clearly the tasks, duties and responsibilities of the post you hold. It will help to reduce differences of understanding about what should and should not be expected of you. This can protect you during appraisal and inspection as well as assisting with everyday school management. It can help to prevent discrimination and the imposition of excessive or unreasonable workload demands.

1. Name:

2. Job Title: TEACHING ASSISTANT

3. Reports to (Name): _____ **(Title):** _____

4. Purpose of the Job

To assist in the care and supervision and the educational and social development of pupils according to the aims and positive ethos of the school and the school policy documents under the direction and guidance of the Class Teacher, SENCO and Headteacher.

5. Principle Responsibilities

The responsibilities outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

a) Supporting the Class Teacher

- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities

- Support students with emotional or behavioural problems and help develop their social skills.
- Develop and implement Individual Education Plans (IEPs).
- Report on the development, progress and attainment of pupils to the class teacher.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist the class teacher with maintaining student records
- Take note of key points that arise during meetings with parents and/or children so that the class teacher can communicate action points.
- Prepare and present displays of students' work
- Support the class teacher in photocopying and other tasks in order to support teaching.
- Take the opportunity to utilise any of your specific specialisms for the benefit of your group.
- You should maintain a clear vision for high quality early education and care, as promoted in Every Child Matters, the Childcare Act 2006 and the EYFS (if applicable).
- Good time-keeping to ensure that all the children are prepared and ready to start all lessons, especially those given by visiting specialists, at the right time and on the right day.

b) Play a Part in the Whole School Team

- Support and uphold all the school's policies as laid out in the school policy documents.
- Safeguard the health and safety of yourself and others in accordance with the school's Health and Safety Policy.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- Promote equal opportunities within the school and seek to ensure the implementation of the school's equal opportunities policy.
- Follow the school's child protection policies and procedures.
- Help to maintain a tidy, organised and welcoming environment throughout the school.
- Help to maintain a clean and tidy classroom.

6. Other Duties and Responsibilities

The Headteacher may ask you to perform other non-teaching tasks (as set out by the DfE):

- Cover a 'Lunch Duty' as part of a rota and as requested

- Cover 'Store Duty' and 'Staffroom Duty' on a rota basis
- Collect money
- Bulk photocopying
- Copy typing
- Record keeping and filing
- Assist with administering work experience placements.
- Assist with teacher cover
- ICT trouble shooting and fault reporting to the ICT Coordinator.
- Ordering, preparing, issuing and maintaining supplies and equipment and stocktaking
- Stocktaking

6a. Duties & Responsibilities for EYFS Teaching Assistants

- Adhere to all the requirements of the Early Years Foundation Stage.
- Become a 'key person' to a small group of children under the auspices of the class teacher.
- When required, to attend, alongside the class teacher, meetings with parents, carers and therapists.
- Observe, assess and plan as part of the EYFS team.
- Record and collate observations of children for individual Children's Early Years Profiles.
- Contribute to Early Years Action and Early Years Acton Plus.

7. Qualities

- You should be highly motivated and flexible with effective communication skills and good interpersonal skills.
- You should have a knowledge and experience of education and care for young children and an understanding of the benefit from developing the whole child through a broad and balanced curriculum.
- You should have a positive attitude to change and the development of your own expertise.
- You should provide a good role model for pupils – punctual, well-prepared and organized.
- You should maintain C.P.D. with the understanding that knowledge gained will be disseminated to other members of staff.

