



Ascot Heath Primary School Teaching Assistant Job Description

JOB PURPOSE

- To provide general support to the teacher in the classroom and outside learning area.
- Under the direct instruction of teaching staff to work with pupils in the classroom and outside learning area to provide physical/general care and assist with their learning.
- To deliver specific interventions that scaffold and enhance children's learning experiences.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Headteacher
Class teacher
SENDCo

MAIN DUTIES AND RESPONSIBILITIES

- Liaise closely with class teacher in all matters and work with groups or individuals as directed by the class teacher or SENDCo
- Observe, monitor and record children's progress as defined by the class teacher
- Promote positive attitudes in children and towards their peers and to the classroom environment
- Prepare and routinely maintain classroom materials/resources/displays, assist pupils in their use, clear afterwards and display pupils work
- Attend relevant courses and in-service visits as necessary
- Delivering interventions linked to classroom learning
- Carry out playtime and lunchtime duties
- To undertake other duties as the Head teacher may reasonably direct subject to consultation
- Provide for the pupils welfare/personal care both individually and in groups to ensure their safety
- To maintain positive relationships with parents and carers and act as a liaison between parents/carers and teachers if necessary.
- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person

