



JOB DESCRIPTION

Job title: Teaching Assistant

Salary: Grade 3 (Scale Points 3 to 4)

Hours: 32.5 hours per week (8.30am – 3.30pm)

Contract type: 39 weeks per year (term time + 5 inset days)

Reporting to: Principal

Role: To provide assistance to children, teachers and families in order to ensure that the learning environment provides a safe and stimulating place where there is achievement for all.

Key Responsibilities:-

- To work with others and as directed to establish a supportive and nurturing environment.
- To support the classroom teacher and other colleagues.
- To help create an inspirational and purposeful learning environment.
- To maintain pupil and family confidentiality.
- To follow planning and assessment procedures so that all opportunities for progress are optimized.
- To provide a role-model to children through well-mannered and respectful behaviour to others.

Learning Support

- To assist the class teacher with whole class teaching.
- To carry out delegated tasks set by the class teacher.
- To assist the teacher with activities in the classroom.
- To plan, lead and facilitate small group teaching.
- To promote inclusion of and the highest aspirations for all pupils in the school.
- To support teachers in assessing the needs of individual children.
- To observe, record and feedback information on pupil performance.
- To set up lessons and the classroom where required.
- To assist in creating materials for curriculum delivery and display boards.
- To support well-ordered and self-disciplined behaviour according to school policies.
- To assist pupils' social development, progress and achievement outside of the classroom.



Other Support

- To undertake playground duties and support children during lunchtime.
- To assist pupils with dress/changing for activities/personal hygiene.
- To help with the care and welfare of pupils including toileting and wiping, washing and changing children as required.
- To attend regular meetings and training, as required.
- To ensure that classroom stock is maintained and kept tidy and that resources are readily available.
- To carry out general administrative tasks such as photocopying, laminating, filing, and recording.
- To communicate and liaise with staff, students, parents, carers and governors.
- To work as part of a team with the teachers and assistants and the rest of the school staff.
- To comply with policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns.
- To cover additional duties for absent colleagues.
- To undertake training and development relevant to the post and in line with the school's priorities.
- To complete a paediatric first aid course and keep up to date.
- To undertake any other professional duties as set down in the School's pay and conditions of service document, and as directed by the Principal.