

**Job description of Assistant Teacher at Holy Trinity CE Primary School**

**Job Purpose:** To work as part of a team to provide support to individuals or groups or classes of pupils, under direct instruction of the class teacher and / or Inclusion Manager to ensure pupils’ safety, well-being, learning and progress, in keeping with the school ethos.

**Main duties and responsibilities**

Under the direction of the Class Teacher:

**Promote learning for all pupils**

This will include:

• Being a positive role model, showing awareness and sensitivity of individual needs and responding

to them appropriately

• Encouraging pupil interaction and engagement with activities in the Early Years setting and on the playground

• Preparing and routinely maintaining classroom materials, resources and / or displays

• Actively supporting the school’s equal opportunity policy and ensuring that all pupils have an equal

access to opportunities to learn and develop

**Support pupil/s to learn as effectively as possible in whole class, small groups and individually,**

**inside and outside of the classroom**

This may include:

• Assisting with and delivering appropriate programmes under the guidance of outside agencies, these could include the Speech and Language Therapy Service, Occupational Therapy, Physiotherapy, Sensory Support Service, Educational Psychology Service

• Developing an understanding of the specific needs of pupils to be supported, eg.:

• Clarifying and explaining instructions

• Ensuring the pupils can use the necessary equipment

• Motivating and encouraging the pupil/s

• Helping pupils to concentrate

**Attending to pupils’ health and social needs**

• Supporting pupils with social, emotional or behavioural difficulties

Support the safety and wellbeing of pupils

• Comply with policies and procedures relating to safeguarding, health and safety, welfare, security and confidentiality, reporting any concerns to the appropriate person

• Assist with the supervision of pupils out of lesson times including lunchtimes, school trips and other out of school activities with the teacher as required

• Assist pupils to develop independent life skills

**Provide effective communication**

• To liaise with the class teacher about learning objectives and expected outcomes

• Undertake pupil record keeping, gather and report information as required

• Provide administrative support e.g. photocopying, typing, filing, etc.

• Attend and contribute to relevant meetings as required

• To report any problems about arrangements or any incidents to the Class Teacher

• To communicate positively and professionally at all times

• To be proactive in using the school’s communication methods including staff mail, reading the whiteboard every day, reading minutes of staff briefings, newsletters, teachers planning, school emails etc.