

JOB DESCRIPTION

JOB TITLE: Teaching Assistant

SALARY GRADE: PS3

LINE MANAGER: Deputy Headteacher

Your duties are consistent with the Surrey Job Family Description. Main aspects of the regulatory framework are contained in The Education (Specified Work and Registration) (England) Regulations 2003.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Job Purpose

- Support the teacher in their responsibility for the development and education of children
- Deliver specified work to individuals and groups as determined by the headteacher in accordance with The Education (Specified Work and Registration) (England) Regulations 2003.
- Deliver and support pupils learning in the most effective way working with multidisciplinary teams.

Areas of Responsibility and Key Tasks as Teaching Assistant

a) Planning, Teaching and Class Management

Under the direction and supervision of the teacher:

- Assist with delivery of work programmes for individuals and groups of pupils and monitor pupil performance
- Prepare resources for teaching and learning activities.
- Discuss with the teacher and contribute to curriculum and classroom planning.
- Organise and maintain the learning environment.
- Use and develop knowledge and skills to contribute to pupils' learning and personal development.
- Follow behaviour plans for pupils to support learning in the most effective way.
- Participate in classroom display work.

b) Monitoring, Assessment, Recording, Reporting

- Discuss with and report back to the teacher on the planning and assessment of pupil work.
- Make records of activities/observations for submission to the class teacher.

c) Team working and collaboration

- Contribute to discussion on curriculum delivery and classroom planning.
- Work as part of a team to ensure that the well being, social and personal development of pupils enhances learning opportunities and life skills.
- Promote collaboration and work effectively as a team member.

d) Professional characteristics

- Maintain a high level of confidentiality in and outside the workplace.
- Understand and assist in interpreting school policies.
- Provide a role model for learners and other staff through personal and professional conduct.

e) Other Professional Requirements

- Promote the school's core values, strategic objectives and operational targets – supporting the implementation of its plans, policies and procedures.
- Record and report any safeguarding issues immediately in line with the school's Safeguarding Policies and practice.
- Record and report any accidents and incidents in line with the school's policies and practice.
- Record and report any concerns about the pupils' welfare.
- Operate at all times within the stated policies and practices of the school
- Participate in staff training and undertake appropriate personal professional development activities.
- Meet appraisal targets agreed with the Assistant Headteacher and submit evidence as required.
- Promote the safeguarding and welfare of children and young people within the school.
- Maintain high standards of Health, Safety and Welfare at Work and take reasonable care for the health and safety of themselves and others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.