# JOB DESCRIPTION QUESTIONNAIRE

|  |  |
| --- | --- |
| **JOB TITLE** |  **Teaching Assistant** |

**BASIC JOB PURPOSE**

Assist and support teaching staff, other support staff and/or the Head Teacher with the care, welfare and educational needs of children in school.

|  |  |
| --- | --- |
| **NO** | **MAIN RESPONSIBILITIES** |
| **1.** | Support and help to deliver teacher planned learning activities to individual/groups of children. Help to facilitate an imaginative and stimulating curriculum in the classroom, the outside area and on school visits. |
| **2.** | Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy. |
| **3.** | Record pupil information as specified by the line manager to ensure the schools information systems are maintained. |
| **4.** | As part of the school team foster an engaging and happy environment for the children to learn and develop. |
| **5.** | Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being. |
| **6.** | Display and present the childrens’ work, under the direction of teaching staff, to attract children's interest and enhance the classroom and school environment.  |
| **7.** | Attend to the personal and physical needs of pupils so that their well-being is maintained. |
| **8.** | Attend staff and other meetings and participate in staff training development work and staff reviews as required. |

Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.