

Teaching Assistant Job Description

Employment details

Name:

Report to: Senior Leadership Team

TEACHING ASSISTANT

Job Purpose

- Support the teacher in the classroom and in preparation for lessons.
- Support children in their educational and social development.
- Provide extra support for pupils with special educational needs or disabilities.
- Provide extra support for pupils with English as an additional language.

Main Responsibilities

- Adhere to the school's policies, systems and procedures when carrying out the assigned role and responsibilities.
- Take part in relevant training, continued professional development, meetings and reviews.
- Develop knowledge of the learning support needs of individual pupils.
- Assist with the development and implementation of EHC plans.
- Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher.
- Support children with mathematics, reading and writing on an individual, class or small group basis.
- Give extra support to children with special educational needs, disabilities or English as an additional language.
- Assist children in weaker areas such as language, behaviour and social skills.
- Help children who need extra support to complete tasks.
- Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use.
- Clarify and explain instructions to children.
- Ensure children are able to use any equipment and materials provided.
- Listen to children read, change reading books as directed by the teacher and read to them.
- Help the teacher to develop learning programmes and activities.
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
- Support the teacher in managing class behaviour.
- Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.
- Assist the teacher with marking and correcting work, and other administrative tasks.

- Create displays from children's work.
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- Look after children who are upset or who have had accidents.
- Meet physical and pastoral needs of children as required while encouraging independence.
- Help out with school events, trips and activities, including outside of normal school hours.
- Carry out early morning, break and lunchtime supervision duties.
- Administer first aid to children and adults in the school community as necessary and maintain the school's first aid log.
- Accompany and supervise children offsite for learning and sporting activities.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Signed: (Employee) Date:

Signed: (Principal) Date: