



## **JOB DESCRIPTION – TEACHING ASSISTANT**

**POST: Teaching Assistant**

**RESPONSIBLE TO:**

Class teacher → SEND Coordinator → Headteacher

**SCALE: Grade 2**

**HOURS: 27.5hrs (Mon-Fri)**

### **Job Purpose:**

- To support classroom teachers with their responsibility for the development and education process by providing care and supervision to children, including those with special educational needs, by utilising detailed knowledge and specialist skills.

### **Outline Responsibilities and Tasks**

Under the direction and control of the classroom teacher and the school's Special Educational Needs Coordinator:

- Supervise the activities of the individuals to whom you are assigned or groups of children, to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of the children to whom you may be assigned.
- Monitor individual pupil's problems, progress, achievements and condition and report these to the teacher / SENDCo as appropriate.
- In collaboration with the teacher plan and deliver specific intervention programmes, e.g. Social and Emotional, behaviour, Moderate learning needs.
- Monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher.
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children with support from the SENDCo as appropriate.
- Actively engage in the educational activities and work programmes set for the child.
- Work in partnership with the teachers to whom you are assigned in order to support and enrich the learning process for the children. This involves working with children on a one to one basis or in groups both in and out of the classroom. It may also involve taking the full class group on occasions in a cover supervisor capacity for short periods of time.
- Relate to children with a wide range of needs in a consistent and positive manner and use initiative and inclusive strategies in order to support them.
- Develop and promote positive working relationships and independent learning.
- When directed, to work on targets from Individual Provision Plans within a 1 to 1 or small group context and to feed back to teachers on pupil progress and achievements.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Prepare and maintain the learning environment and carryout administrative duties as directed by the class teacher.
- Escort and supervise pupils on educational visits and out-of-school activities.
- If trained through the school in 1 or 3-day First Aid, fulfil your duties by being available when called upon during your working hours.

To further your continued development as a teaching assistant the following support will be provided:

- ✓ Regular meetings with the Special Educational Needs Coordinator.
- ✓ Training negotiated on your behalf between SENDCO and Headteacher.
- ✓ Attendance at teacher training days as detailed in your contract of employment.
- ✓ Invitations to attend staff meetings where appropriate.