



Job Description for Teaching Assistant

Accountable to Head of School

Purpose of the Post

To assist in promoting the learning, personal development and safety of the pupil(s) to whom you are working with; to enable him/her to make best use of the educational opportunities available to them.

There are 2 posts:

- 1 to work with a child – currently in Year 2 – within our Y1/2 class who has is a selective mute and has a diagnosis of ASD. An ability to communicate using Makaton for this role would be an advantage but is not essential. [This role is 5 mornings and 2 afternoons]
- 1 is to work with a child – currently in Year 4 – within our Y3/4 class with behavioural, social and emotional needs. [This role is 5 mornings and 3 afternoons]

The duties will be allocated by the Head of School and will include the following:

RESPONSIBILITIES

- Support to an individual child in specific areas of the curriculum.
- Observe and monitor progress and adapt agreed approaches to their particular needs.
- Assist in the maintenance of records of development and attainment.
- Assist in the delivery of a pre-determined programme of learning for a child and support in the development of this.
- Attend to pupil's personal needs, including social, emotional, health, and welfare matters.
- Develop and maintain supportive relationships with parents, carers and others in the pupil's community. Work collaboratively with other agencies and professionals as necessary, such as educational psychologists, health professionals, speech and language therapists, to meet the personal and educational needs of individual pupils.
- Undertake specific interventions developed by other agencies/ professionals under the support of the SENDCo.
- Undertake specific support tasks in relation to resources within the school.
- Undertake specific administrative / procedural tasks to support Class Teacher



DUTIES

- Work as part of a team and assist the Class Teacher to ensure quality education for the child
- Be aware of and support school policies and procedures.
- Work, or play, with individuals, or small groups of children, to assist in the delivery of the planned curriculum, as directed by the Class Teacher.
- Read to, and with, small groups of children, on curriculum activities.
- Assist in the planning, creation and mounting of displays of the children's work.
- Provide support and assistance for children's pastoral needs (e.g. promoting self-esteem, and overall well-being of the child).
- Report any concerns regarding children's welfare or education to Class Teacher.
- Under the guidance of the Class Teacher liaise with parents, as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of the school sessions.
- Accompany classes and small groups of children on educational visits.
- Assist with the preparation of resources, e.g. photocopying, repairing books, filing of work, making games and apparatus.
- Have awareness of, and contribute to, good behaviour throughout the school.
- Assist with seasonal events, e.g. Termly Parent's Evenings, PTFA events, concerts, festivals.
- Attend appropriate staff meetings and training days / events as requested.
- To carry out any other reasonable duties and responsibilities given by the Class Teacher/ Head of School, which reasonably falls within the nature of this post.