



Fir Tree Junior School

Teaching Assistant Job Description

This job description should be read in conjunction with the National Standards for Teaching Assistants. It may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually

Purpose of the job

- To deliver sessions to groups or individuals with guidance from the Class Teacher or SENCO
- To develop an understanding of the specific social, emotional and academic needs of the children requiring support
- To encourage the child and provide feedback in order to enhance their learning
- To enhance the learning of individual pupils who may have special educational needs
- To ensure the principles of inclusion as specified in the School's Special Educational Needs Policy are adhered to

Duties and responsibilities

- To support pupils to overcome barriers to learning so they are able to work independently and in groups
- To enable pupils to gain access to the curriculum by differentiating instructions and resources.
- To provide extra support for pupils where relevant, appropriate and practicable
- To develop a mutually supportive relationship with the teaching staff
- To assist in the provision and preparation of classroom resources
- To assist in the assessment of pupils
- To undertake all relevant training (including Safeguarding and Child Protection)
- To support the delivery of the Curriculum offered by the school
- To attend regular meetings to develop and disseminate good practice
- To be part of the school's performance management process
- In the absence of a teacher, two TAs may be asked to cover the class. Planning will be provided for this.

Health and Safety Requirements

- Co-operate with health and safety requirements for self and others
- Maintain absolute confidentiality of all school staff and pupil information
- Raise Safeguarding and Child Protection issues with the Headteacher as soon as they occur, including any Health and Safety issues
- Be familiar with the emergency action plans for fire, lockdown, first aid, critical incident and off site issues

General Responsibilities

- Take appropriate responsibility for and comply with the school's policies and procedures
- Take responsibility to read and adhere to all school policies and staff code of conduct
- To undertake playground and lunch duty
- To undertake training and provide First Aid Cover
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals and colleagues
- Attend and participate in relevant meetings and training as required
- To inform the School Business Manager and Headteacher if any time off is needed for any reason in accordance with school policy