

## **JOB DESCRIPTION TEACHING ASSISTANT**

**Post Title:** Teaching Assistant Grade 1

**Establishment:** Moons Moat First School

**Conditions of Service:** NJC for Local Government Services

37 hours per week (or proportion for part time)

Term Time Only - 39 weeks per academic year (195 days)

### **MAIN PURPOSE OF POST:**

To support classroom teachers with their responsibility for the development and education of children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

### **OUTLINE RESPONSIBILITIES AND TASKS:**

Under the direction and control of the classroom teacher:

- To be aware of planning and lesson objectives and to assist at an appropriate level in pre determined educational activities and work programmes.
- To monitor individual pupil's progress and achievements and report back to the classroom teacher as appropriate.
- To assist with the preparation of resources and materials.
- To assist with the presentation and display of children's work.
- To promote pupil independence in learning and to raise self esteem through praise and encouragement.
- To assist with the organisation of group activities away from the classroom, such as P.E., swimming, educational visits.
- To assist with management of resources and organisation of the classroom, and with the care and tidying of resources in the school.

- To assist at an appropriate level with the supervision of pupils during class activities, at break and lunchtimes, movement around the building and surrounding areas and activities away from the classroom.
- To assist at an appropriate level with the provision of general care and welfare of children including:
  - i) assisting with personal hygiene routines
  - ii) assisting with children's injuries and administering first aid (Teaching Assistant will be required to attend first aid training)
  - iii) assisting with the identification and monitoring of children's general health and welfare
  - iv) supporting the whole school behaviour policy
- To assist at an appropriate level with the maintenance of a safe environment including ensuring equipment, instruments and the general environment are hygienic and in compliance with safety regulations and that any potential hazards are removed.
- To support the aims and ethos of the school
- To work under the direction of the class teacher / headteacher, undertaking such other duties and training as may be reasonably required and which are consistent with the general level of responsibility of this post.

#### QUALIFICATIONS REQUIRED

See Person Specification

#### RESPONSIBLE TO

Classroom teacher/ Headteacher

#### PRINCIPAL CONTACTS

Pupils, classroom teacher, other teaching assistants