

Job Description – Hartley Primary Academy

Job Title: Teaching Assistant

Responsible to: SENCO/Class Teacher

Job Summary: To support the class teacher in the teaching and welfare of children to attain the targets set within the National Curriculum or Personal Provision Plan.

Principal Duties and Responsibilities:

- To provide teaching support in small groups and where necessary work with individual pupils to the highest standards.
- To take whole class groups when needed as directed by the Inclusion Manager.
- Assist the implementation of Personal Provision Plans for pupils and help monitor their progress.
- Assist the teacher in monitoring progress by keeping a daily observation record and maintain special needs records as required.
- To assist teachers in day to day classroom duties as required e.g. with preparation of the classroom, material and displays to ensure outstanding teaching.
- To undertake specific duties identified by class teacher.
- Reinforce the behaviour policy and aim to raise self-esteem and encourage independent working.
- To assist with pupils who are unwell and provide basic first aid cover to the children on a rota basis at break times.
- To participate in in-service training and attend staff meetings when appropriate.
- To maintain a positive, supportive attitude within a team, to implement agreed school policies, aims and objectives and to promote the school ethos.
- To do playground duty on a rota basis at break times.
- Work with other professionals, such as Speech Therapists and Educational Psychologists, as necessary, implementing programmes as appropriate.
- Undertake other duties from time to time as the Principal requires.
- Set an excellent example in terms of dress, punctuality, preparation and attendance.

It is important that the person appointed can support the ethos of the school and its way of working and be able to work under specific instructions from the Principal, Class Teacher, and SENCO.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.