Todmorden CE J, I and N School

Teaching Assistant Job Description - Years Reception to Year 6

Prime Objectives

The Teaching Assistants will assistant the Class Teacher, Head Teacher, Parents, Governors and the School to ensure all children maximise their full potential .They will ensure all our children are safe, healthy and happy during their time with us.

Responsibilities:

To be involved in, alongside teachers, the planning and assessment process.

To provide feedback to learners on their progress and encourage learners to take responsibility for their own learning.

To give attention to learners in a way that balances the needs of individual children, and the group as a whole.

Through regular class/staff meetings and Appraisal, provide regular feedback to Teachers and the SLT.

To support the behaviour management of the class or group within or outside the classroom or school.

To encourage learners to take responsibility for their own learning.

To reinforce the Teachers instructions.

To make assessment judgements and observations about the children they are working with.

Alongside the Teacher get resources ready, keep the classroom tidy and make it a fun place to learn.

At times deliver lessons or parts of lessons under the direction of and planned by the Teacher.

At times plan and prepare activities for the group they are working with.

Alongside the Teacher, will deliver some interventions, and check progress against the IEP's.

Alongside the Teacher support SEN children and provide 1-2-1 support where needed.

To support the school's ethos and vision.

To be responsible for the care, safety and emotional well-being of our children.

To ensure no child is disadvantaged and encourage inclusion of all children.

To work as part of the School team and in close partnership with parents.

To administer first aid and medicines where needed.

To be smart, professional, punctual, hard-working, reliable and be a positive role model.

To carry the School's good reputation into Todmorden and the wider world.

To keep school work and issues confidential.

Name _____

Signed _____   **Date _____**