



Teaching Assistant Job Description

Little Houghton CE Primary School

Purpose:

The focus of this role is to provide support to pupils, teachers, the curriculum and the school.

Key features

To work under instruction / guidance enabling access to learning including special educational needs
To provide straightforward clerical support to teacher or organisation
To contribute at an individual level to monitoring resource levels and providing simple information
To interact with colleagues, pupils, parents, carers and educational professionals

Roles and Responsibilities

Working in the environment

- Adhere to school health and safety, child protection and behaviour policies and procedures
- Support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of learning and support activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, ICT)
- Assist with the supervision of pupils out of lesson times when necessary (for example during break times) but within working hours
- Ensure that learning activities are completed and delivered to required / acceptable standards
- Receive feedback from teaching staff and educational professionals in relation to the support given
- Provide clerical and other support to teachers (for example photocopying, filing)
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher (during working hours)
- Feedback to and liaison with teaching staff related to pupil achievement and progress

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work
- Prepare, maintain and use equipment and resources required to meet lesson plans /learning activities to meet the needs of pupils and the curriculum

Working with people

- To attend identified training and development activities, for example, health and safety issues and child protection
- Attendance at and positive contributions made at team meetings within working hours
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school

Working with resources

- Monitoring levels and requesting ordering of resources to ensure the requirements of the curriculum are met

Working with information

- Monitor, feedback, record and report on pupil progress, including feedback to pupils
- Timely and accurate information on the progress of pupils is provided with appropriate confidentiality maintained
- General understanding of the EYFS curriculum and national curriculum and other basic learning programmes
- Basic knowledge of first aid

Working Environment

- Post holders may carry out playground duties in variable weather conditions; however, there is usually indoor play during bad weather.
- Occasionally post holders are required to clean up toilet accidents and help clean up children who have been ill.

HEADTEACHER		TEACHING ASSISTANT	
	DATE		DATE