

St Botolph's CEVCP School

IP22 1DW

Job Description

Post: Teaching Assistant (one to one support)

Job: To assist the Headteacher and staff of St Botolph's by providing support for children (or an individual child) of all abilities and with general and specific class based assistance where appropriate.

Responsible to: The Class teacher and Headteacher.

Main Duties and responsibilities:

1. Classroom Assistance as directed by the Teacher

- a) to provide learning/behaviour management support for children or child as specified by teaching staff; including supporting pupils with English as an additional language
- b) to work with children or child on particular activities, as specified by teaching staff;
- c) prepare classroom materials, including those specific to individual children or child.
- d) to monitor and regularly feedback on children's learning;
- e) set out equipment as required and put away after use;
- f) undertake non-teaching tasks to assist the teacher during lessons;
- g) to assist pupils with toileting and personal hygiene as necessary.

2. Other Tasks

- a) if appropriate apply first aid and look after sick children or consult a qualified member of staff. Any evidence of apparent non-accidental injury observed must be reported to a teacher;
- b) supervise children at playtimes (lunchtimes) and in class at wet playtimes;
- c) carry out general tidying duties in the staff room kitchen area .

This job description sets out the major duties and other tasks associated with the stated purpose of the post. In addition, other duties of a similar nature as may be reasonably directed by the Headteacher.

This job description may be reviewed in the light of changing requirements and in consultation with the postholder.

In any event the Headteacher reserves the right to review and amend the job description.