

## Job Description - Teaching Assistant

### Summary of the job

To work under the direction and guidance of the Headteacher, Deputy Headteacher, Inclusion Manager and Class Teacher and to assist in the educational, emotional and social development.

### General Duties -

- ◆ Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher,
- ◆ To understand and model our Values, supporting staff and demonstrating them to the children,
- ◆ Liaise with the teacher to understand the objectives of each session,
- ◆ Assist the teacher with observations and monitoring of the progress of children, both educationally, emotionally and socially,
- ◆ To be able to use different activities such as play therapy and social skills to stimulate learning and development,
- ◆ To use up to date research and liaise with the pastoral team when creating programmes to support SEMH
- ◆ Liaise closely with SENCO when creating programmes to support EAL / SEN children
- ◆ Keep up to date written records for supported pupils,
- ◆ To work across year groups,
- ◆ Promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth,
- ◆ Lead and model good practice in lessons; team teaching with staff where necessary,
- ◆ Provide first aid support where necessary,
- ◆ On occasions participate and supervise pupils during off site activities,
- ◆ Make materials and resources for teachers or pupils as directed by the class teacher, and assist where necessary with mounting of work and displays,
- ◆ Assist where necessary with preparation and clearing away of the classroom and materials to ensure effective teaching,
- ◆ To undertake playground duties,
- ◆ To attend meetings with members of the Senior Leadership Team (SLT),
- ◆ To attend training sessions as requested by SLT,
- ◆ To undertake any other duties as directed by SLT.

This job description may be amended at any time, after discussion with you, but may also be reviewed at your next Performance Management meeting.

Agreed by \_\_\_\_\_ (Name)

Signed \_\_\_\_\_  
Job holder

Signed \_\_\_\_\_  
Senior Leadership Team

Date \_\_\_\_\_

Date \_\_\_\_\_