



Job Description

Teaching Assistant



Pay range – Grade C (NJC 5 to 7) (Pro rata £11,475 - £11,843)

Responsible to class teacher and line manager

Main Purpose of Role

- Under the direction of the classroom teacher, the post holder will provide general support to staff and pupils, including the preparation and routine maintenance of curriculum resources and equipment.

Introduction:

The role of the Teaching Assistant is to provide daily, precise support to class teachers to meet the needs of the pupils in their class and/or year group. Teaching Assistants are required to work flexibly and may be asked to work across the school in all year groups, as determined by the leadership team.

Key Responsibilities

- Provide support to the teacher in the management of pupils and in the management of the classroom.
- Provide support to pupils in respect of local and national learning strategies (e.g. English, mathematics, early years), as directed by the teacher.
- Make observations of learning from the activities you are directed to complete and feed these back to the teacher.
- Prepare the classroom, as directed, for lessons, clear away afterwards and assist with the display of pupils' work.
- Assist the classroom teacher in providing learning opportunities that are tailored to the individual needs of pupils and/or groups of pupils.
- Plan, under the guidance of the classroom teacher, interventions for pupils and make assessment judgements based on their performance during the intervention.
- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Assist in ensuring that all pupils meet their academic potential by supporting in the education provision for them throughout the school day.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Support the teacher in managing pupil behaviour and provide one-to-one support as appropriate.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Prepare and maintain curriculum low value equipment and resources as directed by the teacher and assist pupils in their use.
- Provide assistance with pupil welfare and first aid issues e.g. look after sick pupils and liaise with parents/carers.
- May be required to demonstrate own tasks to new starters or less experienced members of staff.

- May be required to assist in the handling of small amounts of monies related to various school events, which is then passed on to other staff for processing.
- Undertake other duties appropriate to the grade of the post.

Signed on behalf of the school:

Date:

Signed by employee:

Date: