



Teaching Assistant Job Description

Duties and Responsibilities

The post holder will be expected to undertake any necessary training associated with the duties of the post. It may be necessary to work with new technology and associated systems and where appropriate existing technology arrangements. Consultative procedures will be applied in accordance with relevant policies.

Specific Duties and Responsibilities

- In conjunction with the Head teacher and/or with team members, the development, planning, implementation and evaluation of work programmes and educational programmes for individuals and groups of pupils.
- Participating with children's PSED, English, Maths and other areas of learning, and taking part in individual or group work with children, under the direct supervision of the class teacher.
- Preparation of support material.
- In conjunction with the Head teacher and/or other team members as part of the development programme of the children, to assist with the mobility and social skills training within the establishment.
- General care and supervision of children during the school day except lunch-time breaks.
- Accompanying children to the hospital/home/clinic with the appropriate responsible person when needed.
- Where appropriate keeping observational records of children's development.
- To develop good relationships with children, parents and other professionals.
- In conjunction with the Head teacher and other members of staff, where appropriate, to discuss/advice parents on the forms of assistance to them and their children.
- Preparation and care of teaching equipment and to undertake minor repairs e.g. to books and equipment.
- To assist the Teacher to mount and display work/information for children and adults.
- To undertake support work in the library area as requested and to set up audio/visual equipment.
- To participate at and in preparation for school events within normal working hours.

- To carry out any reasonable duties within the overall function commensurate with the Grading and level of responsibility of the job.
- Participate in, and contribute to, staff meetings and INSET
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General Duties and Responsibilities

- To ensure that working practices have regard to equal opportunities and the needs and welfare of pupils and colleagues.
- To contribute actively to the development, implementation and enhancement of new systems and procedures including new technology.
- To ensure effective communication with teaching staff, parents, the child and other professionals.
- To ensure that working practices comply with all Health and Safety Policy legislation.
- To undertake such duties and tasks as may be determined by the Headteacher.

TO WHOM RESPONSIBLE:

Head teacher or teacher deputising in the Head teacher's absence.

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the next academic year.