

Teaching Assistant Job Description

Responsible to:	Executive Headteacher/Head of School/Designated Teacher
Responsible for:	The post holder has little or no supervisory responsibility other than assisting in work familiarisation of other employees, including new employees
Purpose:	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision

Main Duties and Responsibilities:

- To deliver and implement work programmes to individuals/groups/classes of pupils under the direction and supervision of the Class Teacher.
- To be involved and contribute to the whole planning cycle including session planning, evaluating and adjusting work plans.
- To supervise groups for short periods in the absence of the Class Teacher.
- To provide support to the Class Teacher.
- Assist with the development and implementation of Provision Maps by directly providing specialist support.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording against learning objectives.
- To assist with the keeping and updating of records including records of achievement/progress of pupils.
- To promote the good behaviour of pupils and ensure their health and safety at all times.
- To deliver out of school learning activities within guidelines established by the school.
- To be a first aider in school.
- Co-operation is essential and the ability to help out in any area will be necessary from time to time.
- There may be additional areas not specified above which are an integral part of the role and it is hoped that the postholder will be aware of that and will respond appropriately.

The Post holder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Trust's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the character of the post.