

WHITEHILLS PRIMARY SCHOOL



Job Description - Teaching Assistant

The teaching assistant's initial responsibility is to assist the class teacher with the educational, emotional and physical development of all the children, working within the overall ethos of the school.

Relationships

- to establish a working relationship with the children such that they feel confident and valued.
- to be sensitive to the needs of each individual and to respond positively to them.
- to foster and reinforce codes of conduct and levels of discipline laid down by school behaviour policy.
- to encourage each child to develop their own ideas, personality and interests and to recognise that their contribution is valued.
- to assist in creating a welcoming environment for parents whilst abiding strictly by the confidentiality rules.
- to work co-operatively with all staff.

Organisation - People

- to liaise with the class teacher/team leaders in organising and planning the most efficient use of time.
- to work with children during the hours they are in school, using pre and post school sessions for other duties if applicable.
- to assist with organisation, supervision, and teaching of children during lesson and lunch times.
- to attend and assist with supervision during school trips, including availability to other year groups as required, especially during residential periods.
- to attend a basic first aid course as required.
- to demonstrate core values of respect, responsibility and hard work.

Organisation – Curriculum

- to implement and deliver planned programmes of work, involving direct teaching of children as required.
- to prepare equipment and materials for use in these sessions, to update records on a daily or weekly basis and assist the class teacher in completing personalized support plans (PSP's).

- to ensure work is covered in a systematic way

General Classroom Support

- to be familiar with weekly plans appropriate to lessons that involve your input.
- to implement and deliver planned programmes of work, involving direct teaching of children.
- to prepare equipment and materials for use.
- to assist with displays including the mounting of work.
- to assist with general reprographic work when necessary.

Organisation - Resources

- to provide a positive example of tidiness and to assist in the care and organisation of resources.
- to encourage the children to use and respect resources and to keep them in good condition.
- to clean and put away equipment encouraging the participation of the children.
- to prepare appropriate resources to support special needs programme.

Evaluation

- to monitor and evaluate planned activities and feedback to the teacher.
- to be involved with the record keeping and assessment process bearing in mind confidentiality rules.
- to attend staff, team meetings and training days where appropriate.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time.