



JOB DESCRIPTION TEACHING ASSISTANT

POST TITLE: Teaching Assistant
POST NO: 7898
GRADE: 3

1.0 JOB PURPOSE AND OBJECTIVES

- 1.1 To provide direct practical support for the qualified teacher by establishing good relationships with all pupils giving appropriate comfort and care as directed.
- 1.2 To provide support for level other staff as directed by the Headteacher
- 1.3 To assist the pupils to reach their full potential by maintaining a safe working environment.
- 1.4 To provide care and support for pupils by supporting learning through planned and differentiated activities.

2.0 MAIN DUTIES AND RESPONSIBILITIES

- 2.1 To support the teacher by setting out learning resources and materials and to carry out the learning activities as directed by the teacher, including cleaning & tidying of equipment. Reporting any damages/loss to the teacher.
- 2.2 Support the teacher in maintaining a quality learning environment, e.g. putting up well presented classroom displays.
- 2.3 Provide support to pupils in the use of ICT under the direction of the teacher.
- 2.4 Seek assistance from teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went.
- 2.5 Help pupils as directed by the teacher with activities that develop literacy and numeracy skills.
- 2.6 Assist with maintenance, storage and security of records as directed by the teacher.
- 2.7 Monitor and record pupil response to activities and give regular verbal and written feedback to the teacher.

- 2.8 Check the availability and location of safety equipment.
- 2.9 Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports.
- 2.10 Organise, escort and supervise pupils with out of school activities.
- 2.11 To support the pupil(s) by providing individual help as directed by the teacher.
- 2.12 Report accidents to teacher or other relevant person.
- 2.13 Report uncharacteristic behaviours and signs of conflict to the teacher.
- 2.14 Demonstrate respect for others through your interactions with pupils and other adults. To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- 2.15 Respond to pupils appropriately, encouraging them and keeping them on task by using praise, commentary and assistance.
- 2.16 To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- 2.17 To assist during lunchtimes as directed by the Headteacher in the supervision of children; this can typically be with specific groups of children or activities, deputising for short periods for teachers or directly in the supervision of children during lunches.
- 2.18 Provide comfort and immediate care for minor accident, upsets, aliment and personal care.

The purpose of this job description is to indicate the range of duties that can be expected. It is not intended that the postholder would carry out *all* of the duties on the job description nor is this an exhaustive list, other duties identified by class teacher or senior staff as appropriate to the level of post.