



JOB DESCRIPTION

Job Title: Teaching Assistant – including class cover (Primary)

Reports to: Principal

JOB PURPOSE:

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school. Also deputise in the absence of a teacher and conduct whole class lessons within an appropriate system of supervision by a qualified teacher which is not necessarily in the same classroom.

PRINCIPAL RESPONSIBILITIES

1. Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.
2. Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
3. Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4. Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
5. Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being.
6. Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
7. Attend to the personal and physical needs of pupils so that their well-being is maintained.
8. Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
9. Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
10. Attend staff and other meetings and participate in staff training development work and staff reviews as required
11. All staff have a requirement to follow the schools Child Protection and Safeguarding Procedure.