

Teaching Assistant Job Description

Post: Teaching Assistant

Responsible to: Class teacher, Senior Leadership Team

Hours: 8:45 – 3:20

Duties

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and Learning

1. Assist in the educational and social development of pupils under the direction and guidance of the class teacher, SENCO and Senior Leadership Team.
2. Assist in the implementation of Individual Education Programmes for students and help to monitor their progress.
3. Provide support for individual students both inside and outside the classroom to enable them to participate fully in activities.
4. Assist class teachers with maintaining student records.
5. Support students with emotional or behavioural problems and help to develop their social skills.
6. A Teaching Assistant may be required to work with an individual pupil to provide the support identified in an Education, Health and Care Plan.

Lunchtime duties

1. Responsible for a specific area/ children each day. This could vary from day to day on a rota basis.
2. Organise play activities with the children on the playgrounds.
3. Supervise children in the dining room/ classroom whilst they eat their lunch.

Administrative duties

1. Support class teachers by photocopying, preparing materials, organising resources, tidying away, managing the classroom and storage spaces and undertaking such other activities, at the direction of the teacher, as may contribute to the smooth running of the classroom.
2. Undertake other duties from time to time as directed by the Headteacher, though a Teaching Assistant may not be required to work beyond the normal contracted hours and while teaching assistants may be asked to

- deliver specific teaching under the direction of a teacher they will not be required to plan and prepare lessons or other teaching activities.
3. Prepare and present displays of students' work.

Standards and Quality Assurance

1. Support the aims and ethos of Christ the King Catholic Primary School as expressed in the school's Mission Statement.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend staff and team meetings held within the working day.
4. Undertake professional duties that may be reasonably assigned by the Senior Leadership Team.
5. Be proactive in matters relating to Health and Safety.
6. Be prepared to undertake such in-service training, including First Aid, as will enable the postholder more efficiently to carry out the role and better to assist the children.
7. To adhere to all aspects of health and safety including following all relevant policies in day to day practice.

Career Development and Performance Management

The Teaching Assistant is entitled to:

1. an annual review of performance at which this job description will be reviewed;
2. access to in-service training which will enable the post holder to develop his or her skills for their own personal benefit as well as for the benefit of the school.

May 2024