

Teaching Assistant Job Description

Grade: Scale 3

Reporting to: HLTA, Teacher, Headteacher

Purpose of the Job

To provide practical assistance to your line manager in school in catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. Supporting pupils on the special educational needs register as required.

- 1 Assisting the Teacher to prepare the classroom and to prepare learning materials. To prepare the classroom equipment for use by pupils, ensuring that equipment or materials are suitable for the learning activities and prepare, design and adapt other materials where necessary.
- 2 Assisting the Teacher in the planning and delivery of class activities, at prescribed Key Stage levels.
- 3 Assisting the Teacher to supervise and support children's Individual Education Plans, both indoors and outdoors. To contribute to observations and records on individual's progress producing written reports where necessary.
- 4 To support the teaching of the curriculum by delivering English and Maths activities and to work with individuals and small groups on specific activities which may be under the guidance of the Teacher or other lead person.
- 5 To contribute to the management of pupil behaviour.
- 6 To pass on information about pupils' personal and educational needs to parents, the Class Teacher and other staff as appropriate. To contribute to team meetings and review meetings. To assist in the assessment recording and reporting of pupil progress. Reporting to the teacher and giving feedback to pupils on their progress.
- 7 To act as mentor to other Teaching/Classroom Assistants.

- 8 To organise and take part in school activities and events as required and to accompany and support children on outings from school as necessary.
- 9 To support the pupils in physical activities and physical curriculum as required.
- 10 To ensure the physical welfare of children and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the pupil during break and lunch times as appropriate.
- 11 To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies
- 12 Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher
- 13 To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- 14 To support the School's/Borough's Equal Opportunities policies.
- 15 Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.

The employee will have experience and competence across a varied range of duties. They may be required to mentor or supervise other Teaching/Classroom Assistants.

At this level the employee will be expected to:

- Contribute to the management of pupil behaviour
- Establish and maintain relationships with individual pupils and groups
- Support pupils during learning activities
- Take part in some sort of continuous development to review and develop their professional practice.