**JOHN MAYNE CHURCH OF ENGLAND**

**PRIMARY SCHOOL**

**A family learning together in faith and fellowship with God**

**Job description- Teaching Assistant**

**Grade: Kent Range 3**

**Duties & Responsibilities:**

* To work under the direction and guidance of the Headteacher, the SENCO and class teacher to assist in the education and social development of pupils.
* To provide support for the individual children within a group or class situation to enable

them to participate fully in class activities; to be prepared to work with small groups of

children both in and out of class.

* Liaise with the class teacher to understand the objectives of each session.
* Assist the teacher with observation and monitoring of the progress of the children, maintaining

accurate records, in order to ensure documentation of all interventions with the children.

* Participate in the implementation of individual education programmes for pupils as designated

by the SENCO and teaching staff.

* Make materials for teachers’ or pupils’ use as directed by the class teacher and assist where

necessary with preparation and clearing away of the classroom and materials to ensure

effective and efficient teaching.

* Supervise children during playtimes as part of school playground rota.
* Such other duties as the H eadteacher or class teacher may from time to time require.

**Specific Responsibilities**

To be negotiated

**To Whom Responsible**: Headteacher/ SENCO

This job description describes in general terms the normal duties which the postholder will be

expected to undertake. However, the job description or the duties contained therein may vary

or be amended from time to time without changing the level of responsibility associated with

the post.

**Post holder …………………………………………… Date ………………………..**

**Headteacher …………………………………………. Date ………………………..**