**ST MARGARET'S COLLIER STREET SCHOOL**

**Job Description – Teaching Assistant**

Job Holder's Name:

Grade: KR03

Reports to: Class Teacher/SENCO/Headteacher

Date: September 2021

**PURPOSE :**

To work under the direction and guidance of the headteacher and class teacher to assist and support the work of children in their educational and social development. Part of this work will be given to the support of a child(ren) with Special Educational Needs to attain the targets set in their individual educational plan.

**RESPONSIBILITIES:**

1. To work under the direction and guidance of the headteacher, SENCO, and class teacher to assist in the educational and social development of pupils.

2. Participate in the implementation of individual education programmes for pupils as designed by the SENCO and teaching staff. Duties will include monitoring the progress of pupils educationally and/or socially.

3. 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.

4. Work with individual programmes devised by other professionals, eg. speech therapists, occupational therapists, as necessary.

5. Assist 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.

6. Support those pupils agreed with the headteacher and SENCO with emotional or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.

7. With appropriate guidance, participate and supervise pupils in off-site activities as directed by the headteacher, SENCO and/or class teacher, eg. educational trips, walks, etc. Supervise in PE lessons and at playtime to ensure the continued safety of the children.

8. Assist the teacher where necessary with preparation of the classroom and resources to ensure effective and efficient teaching.

9. To participate in in-service training initiatives both within and out of school.

10. To contribute to the efficient running of the school including monitoring of resources, collecting money, photocopying and maintaining the classroom environment.

11. Such other duties as the headteacher may from time to time require.

To whom responsible:

Headteacher/SENCO/Class Teacher

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 this post.

Teaching Assistant: Date:

Headteacher: