



Teaching Assistant JOB DESCRIPTION	
<b>NAME</b>	
<b>ACCOUNTABLE TO</b>	The Class Teacher and ultimately the Head Teacher
<b>SCALE</b>	Bexley 05
<b>JOB PURPOSE</b>	To work under the direction of teaching and senior staff, to support access to learning for all pupils. Provide general support to the teacher and senior staff in all aspects of pupil's holistic development and wellbeing.
<b>Key Area</b>	<b>Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements.</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work may be carried out in the classroom or outside the main teaching area.</li> <li>• To support the class teacher to ensure pupils progress in all areas, academically and socially.</li> <li>• To assist the class teacher in assessing and monitoring pupil progress.</li> </ul>
<b>Areas of Accountability</b>	<ul style="list-style-type: none"> <li>• Assist teachers to ensure pupils educational needs are developed through individual targets and bespoke learning journeys.</li> <li>• Assist teachers in creating an effective learning environments to ensure that pupils experience an enabling environment to suit their individual needs.</li> <li>• To support the teacher in preparing resources and setting up the learning environment to enable pupils to access the bespoke curriculum.</li> <li>• To ensure records and observations are carried out to support the class teacher in assessment for learning.</li> <li>• Assist teachers in assessing, monitoring and tracking progress through the Early Years Foundation Stage and the bespoke Shenstone Stepping Stones.</li> <li>• To maintain vigilance at all times in regards to all aspects of safeguarding. To follow reporting produces in line with school policy.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>• Ensure pupils safety at all times and follow pupils personalised plans e.g. behaviour plans.</li> <li>• In conjunction with the teacher set challenging expectations in line with their Education Health Care Plans (EHCPs).</li> <li>• Establish positive relationships with pupils, and interact with them according to individual needs.</li> <li>• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's responses/needs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use strategies, in liaison with the teacher, to support pupils learning in all areas.</li> <li>• To promote independence and self-esteem providing feedback to pupils in relation to progress and achievements, in line with their developmental needs.</li> <li>• Act as a role model and contribute to the overall vision and ethos of the school.</li> <li>• Provide regular feedback to the teacher on pupil's achievement, progress, challenges etc.</li> <li>• Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with established behaviour policy, through positive intervention strategies.</li> <li>• To establish positive relationships with parents/carers</li> <li>• To carry out medical procedures according to Care Plans after training (e.g. asthma, epilepsy) as appropriate.</li> <li>• To carry out all pupil's personal hygiene requirements as necessary.</li> <li>• Attend and participate in regular meetings, training and other learning activities as required.</li> <li>• Assist with educational visits, swimming sessions and horse riding.</li> <li>• To be responsible for your own positive mental health and to support pupils and staff to be mentally healthy and aware.</li> </ul>		
<b>Review of job description</b>	<p>This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.</p>		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Executive Head Teacher		Date	