



## **JOB DESCRIPTION – TEACHING ASSISTANT**

### **Job Purpose**

To carry out professional duties and support class teacher responsibility for an assigned class and individual pupils

To be responsible for the day-to-day work and management of the class under the direction of the class teacher and the safety and welfare of the pupils, during on-site and off-site activities

To support pupils with SEND under the direction of the SENCo and Class Teacher

To promote the aims and objectives of the school and maintain its philosophy of education.

### **Main duties and responsibilities**

- To ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- To create, manage and maintain a caring, supportive, purposeful and stimulating school environment which is conducive to children's learning and reduces teacher workload.
- To assist teachers with learning activities ensuring health and safety and good behaviour of pupils as per school policies.
- To support the pupils in accessing learning activities as directed by teachers to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- To provide basic administrative support and undertake recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support school staff.
- To have good understanding of interventions to support pupils learning.
- To promote and support pupils' self-esteem.
- To be aware of and comply with all school policies and procedures.
- To contribute to the school improvement plan and school self-evaluation, attending staff development days and staff meetings.
- To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- To undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development beyond necessary experience.
- To deliver interventions according to the instructions given by the teacher / SENCo. Provide feedback regularly and measure progress and impact of your intervention.
- To continue professional development, maintaining a portfolio of impact for appraisal evidence.
- To be a representative of the school, demonstrating confidentiality, professionalism and a positive attitude at all times.
- To ensure the values of Christian distinctiveness are embedded throughout the school.
- Any other duties requested by the Headteacher in line with the role of a teaching assistant.