# JOB DESCRIPTION

**Job Title:**

**Reporting to:**

**Start Date**

Teaching Assistant

Class Teacher Headteacher

19th April 2022

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

# Key duties and responsibilities:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Support pupils to understand instructions and ensure children are able to use equipment and material provided to support independent learning
3. Support the teacher in behaviour management and keeping pupils on task
4. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:-

1. Record basic pupil data
2. Support children’s learning through play
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Assist with pupils’ personal needs including toileting, hygiene, dressing and eating,

# Supporting The School

1. To be aware of school policies and procedures and follow the school ethos.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
3. To attend relevant meetings at the request of the class teacher or Headteacher, including Learning Group meetings.
4. To attend relevant training, at the request of the CPD Leader, to enhance your personal professional development
5. To respect the confidentiality of sensitive information divulged by staff, parents and pupils.