

Class Teaching Assistant: Duties and responsibilities

To work under the supervision and guidance of the Headteacher, SENCo, and class teacher to assist in the educational and social development of children in our school

Key accountabilities:

Supporting the children

- As directed by the class teacher and SENCo, support the children to learn as effectively as possible .
 - clarifying and explaining instructions;
 - assisting and enabling the child to use equipment and materials provided;
 - designing, creating, and modifying learning activities and resources and supporting the children with their use;
 - motivating and encouraging the children;
 - assisting in weaker areas;
 - using positive feedback, commentary, and assistance to encourage the children to concentrate and stay on task.
 - Leading small intervention groups
 - Working in partnership with the class teacher
- Develop a knowledge and understanding of the specific needs of the children
- Develop a supportive, caring, and secure relationship with the children
- Promote an inclusive learning environment
- Promote positive behaviour and consistently and effectively implement agreed behaviour management strategies.
- Support the children in all learning environments, including outside, being aware of their and others' health and safety and encouraging safe interactive play.

Supporting the Teacher

- Assist the class teacher and SENCo with the planning, development, and delivery of suitable learning programmes for the children
- Under the direction of the class teacher, carry out systematic observations to gather evidence and help deliver whole class learning as well as small group work.
- Provide regular feedback about learning and progress to the class teacher.
- Attend and contribute to regular review meetings with the class teacher and SENCo.
- Support the class teacher to provide an appropriate learning environment to help the children access the curriculum and all learning opportunities.
- Work with other professionals, including outside agencies and specialist teachers, and follow their individual programmes, as necessary.

Supporting the School

- Support the aims, values and ethos of the school and be aware of school procedures and policies.
- Attend relevant in-service training and participate in professional development opportunities.
- Develop a strong relationship between home and school.
- Liaise, advise, and consult with other members of the team.
- As directed by the Headteacher, SENCo and/or class teacher, participate and supervise the child in off-site activities, PE lessons, playtime, and lunchtime to ensure the continued safety of the child.
- Such other duties as the Headteacher may from time to time require.

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.