

JOB DESCRIPTION –TEACHING ASSISTANT



Responsibilities

A. School support

- To be aware of school policies and procedures and follow the school ethos.
- To liaise with teaching and non-teaching staff with regard to preparation for, and working within, lessons.
- To develop a knowledge of English, Maths and other curriculum areas.
- To have up to date knowledge of ICT, including the use of Word and other programs and documents.
- To identify personal in-service training needs and attend appropriate courses.
- To attend relevant meetings, and keep up to date with the day-to-day work of the school.
- To respect the confidentiality of sensitive information divulged by staff, parents and pupils.
- To be responsible for the safety of self, colleagues, pupils and visitors by ensuring that safe practices are followed, training attended, and that anything deemed unsafe is immediately reported to the head teacher or, in his absence, a member of the SLT (see Health & Safety policy).
- Ensure all relevant policies are read and signed each year.
- To provide, where necessary, lunch support to help ensure we have appropriate staff ratio to provide OPAL

B. Teacher support

- To support teachers in their delivery of the curriculum, as directed.
- To assist teachers in observing and assessing pupils.
- To provide regular feedback about children's progress.
- To liaise between pupil and teacher.
- To assist the teacher in the implementation of pupil programmes where relevant.
- To support groups of children and individuals in intervention strategies.

C. Pupil support

- To establish a supportive and trusting relationship with pupils.
- To be fully aware of the school's Medical Conditions Policy.
- To understand your duty of care to the pupils and to know what to do in an emergency.
- To communicate with pupil's parents as/when directed by the teacher.
- To attend to pupil's personal care.
- To attend and help prepare for Review Meetings.
- To keep records up to date and organised.

- To ensure that all appropriate risk assessments are followed and associated duties undertaken before and during school visits.
- To motivate pupils and build up their self-esteem.
- To help pupils develop organisation skills and become independent learners.
- To contribute to review meetings, prepare progress reports, monitor procedures and liaise with outside agencies.
- To work with pupils as appropriate and help them to meet their individual targets.
- To attend training related to pupil's needs.
- To run intervention groups in response to pupils' needs
- To keep Little Wandle training up to date to enable the running of small group and individual sessions
- To adapt the curriculum to suit the language and communication needs of the pupil, where necessary.
- To make/adapt suitable resources to support the children

-
1. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and following consultation with you.
 2. THIS JOB DESCRIPTION DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above

Signed:.....Date:.....

Headteacher:..... Date:.....

Job Description reviewed April 2024