



## **JOB DESCRIPTION FOR TEACHING ASSISTANT**

**Name**

**Job Title** **Teaching Assistant**

**Line Manager**

**Responsible to:**

**Date:**

### **General Responsibilities**

- 1) To fulfil the requirements of Priory Fields Teaching Assistant's Standards;
  - Organisation and General Requirements
  - In Class Support
  - Playground
  - Dining Room
  - After School Activity Clubs
- 2) To attend meetings, as directed, for teaching assistants to discuss issues relating to the smooth running of the school , and the action required to meet the school's vision.
- 3) To attend meetings, as required by the Assistant Headteacher
- 4) To be aware of the resources available to support learning particularly the TA toolbox.
- 5) To attend any course or school-based training to develop knowledge, skills and attributes to make a contribution in meeting the targets in the school Improvement plan.
- 6) Keep a record of personal development (CPD) in a 'Professional Development Portfolio'.
- 7) To participate in the School's Appraisal System.
- 8) To engage in the induction process for new pupils to ensure they feel welcome and valued
- 9) To engage in the induction process for new members of staff to ensure they feel welcome and valued.

This job description describes, in general terms, the normal duties which the post holder is expected to undertake. However the job description or the duties contained therein may be amended from time to time without changing the level of responsibility associated with this post.

**Signed..... (TA) Date.....**

**Signed..... (HT) Date.....**