

Teaching Assistant - Job Description

Responsible to the Head of School

Respect, Compassion, Community, Perseverance, Aspiration, Independence

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

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 Senior Leadership Team.

Key duties and responsibilities:

- To work under the direction and guidance of the Senior Leadership Team to work with individuals or small groups of pupils inside and out of the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions, support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Teach phonics daily as part of the Read, Write inc programme
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- 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
- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
- Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
- Retain a positive attitude towards the role and where issues arise, discuss with the line manager to enable the issue to be resolved
- Model positivity towards others and support team members in overcoming issues and difficulties that may arise
- To model and hold others to account for living and working within the school's values
- Teaching Assistants may be required to provide intimate care as part of their role, in line with the school's Intimate Care Policy. This includes support with toileting, changing, washing, intimate self-care supervision, and other personal hygiene tasks.

Signed (Employee): _____

Dated: _____