

SWALE ACADEMIES TRUST
REGIS MANOR PRIMARY SCHOOL

JOB DESCRIPTION

Post: Teaching Assistant

Version dated: September 2016

Details:

Teaching and Learning

1. To work under the direction and guidance of the lead person to support children with identified needs in their educational and social / behavioural development. This work may involve working with individuals, a small group of children or the whole class.
2. To liaise with lead person regarding intervention outlined in 1 and to prepare materials as directed.
3. To work on the advice of outside agencies e.g. occupational therapists.
4. To assist lead person on maintaining pupil records.
5. To support with pupil management inside and outside the classroom e.g. at lesson changeover times.

Specific Responsibility – Subject to change

1. Supporting specific pupils with medical needs and/or care plans including attending to personal needs such as toileting, hygiene, medication and reporting regularly to the designated adult.

Standards and Quality Assurance

1. To support the aims and ethos of Regis Manor Primary School as a happy and caring school so that pupils can achieve their highest potential.
2. To attend INSET as identified by the lead person or by performance management.
3. To be proactive in matters relating to health and safety.
4. To set a good example in terms of dress, punctuality and attendance.

Other responsibilities

1. To prepare and present displays of students' work.
2. To assist in other clerical duties as requested which may include the preparation for meetings or photocopying.
3. To attend relevant meetings.