

## Job Description

**School:** Meopham School

**Job Title:** Teaching Assistant

**Grade:** SAT 3

**Responsible to:**

### **Purpose of the Job:**

To support the aims and ethos of Meopham School as a happy and caring school so that pupils can achieve their highest potential

### **Main duties and responsibilities (Accountabilities):**

#### Teaching and Learning

- 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.
- To liaise with lead person regarding intervention outlined above and to prepare materials as directed.
- To work on the advice of outside agencies e.g. occupational therapists.
- To assist lead person in maintaining pupil records.
- To support with pupil management inside and outside the classroom.

#### Specific Responsibility – Subject to change

- Children with SEN and or an EHCP, as well as mainstream, cross curricular

#### Standards and Quality Assurance

- To attend INSET as identified by the lead person or by performance management.
- To be proactive in matters relating to health and safety.
- To set a good example in terms of dress, punctuality and attendance.

#### Other responsibilities

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

- To attend relevant meetings.
- To undertake any other duties within capacity of job role as directed by the SENCo.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.