**Otford Primary School**

# Job Description for

**Job Title** Teaching Assistant

**School** All Phases

**Responsible to** Class teacher & Head teacher

**Date**

**Purpose of the post** To undertake support duties and assist the class teacher in the day to day needs of the pupils in their care,

to enable the teacher to implement the curriculum and respond to the pupils needs.

**Main duties:**

1. Provide pupils with the level and type of support specified by the teacher, whilst at the same time promoting and encouraging the pupils towards independence and accepting responsibility for their own behaviour.
2. Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and engage with.
3. Encourage pupils to interact with each other in an appropriate and acceptable manner.
4. Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
5. Set a good example in terms of dress, punctuality and attendance.
6. Set high standards and expectations in terms of work ethic and behaviour.
7. Help pupils with toileting and dressing, paying particular attention to hygiene.
8. To implement, supervise and support agreed learning activities/intervention programmes, adjusting activities according to pupils’ responses/needs under the direction of the teacher.
9. To provide, through oral and/or written communication, feedback in relation to progress and achievement of individual children, as directed by the teacher.
10. To undertake playground and dinner hall supervision, engaging with the pupils, during the mid-morning, midday and afternoon breaks according to an agreed rota and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff and logging major incidents in the log book.
11. Work under the direction of the teacher to prepare and maintain an effective learning environment.
12. To support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
13. To prepare work and activities in advance of the lesson (within employed hours) so that all pupils are able to participate safely and effectively during the planned activities.
14. To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
15. Share good practise with colleagues to provide consistent and effective support in line with the requirements and responsibilities of your role.
16. To monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievements against the pre-determined learning objectives.
17. To take part in training activities offered by the school and the county to further knowledge.
18. To supervise pupils on visits, trips and out of school activities as required.
19. Be aware of school plans, policies and procedures, especially Health and Safety and Child Protection
20. To take a flexible approach to their work, being willing to support colleagues.

**Personal Responsibilities:**

1. To develop curricular knowledge as required by the school.
2. To communicate through written feedback the progress and behaviour of the pupils.
3. To provide consistent and effective support in line with the requirements and responsibilities of your role.

This Job description will be reviewed annually or when the requirements of the post change.

### Date...............................

**Signature.................................. Signed................................. (Head teacher)**