



BLIGH PRIMARY SCHOOL

Job Description for	Teaching Assistant
Grade of Post	D2
Reporting to	Class Teacher, Assistant Headteacher, Deputy Headteacher or Head of School as appropriate

Purpose of the Job

To assist teachers with the education and welfare of the designated class, in accordance with the Contract of Service and having due regard to the school's mission statement, schemes of work and policies. To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system. This will involve preparing and delivering learning activities when required for small groups and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Applicable Contract Terms and Duties

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School and following consultation.

The job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out below.

Main Tasks

1. To share the school's commitment to safeguarding and promoting the welfare of children and young people.
2. Support the implementation of the National Curriculum or the Early Years Foundation Stage, under the guidance and direction of the class teacher.
3. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
6. For PPA time: work with another Teaching Assistant, to deliver learning activities to pupils as agreed with the teacher, adjusting activities according to pupil responses/needs. To select and prepare the resources necessary to lead learning activities.
7. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
8. Implement Individual Education/Behaviour Plans, working with children in the classroom according to their social, emotional, physical and intellectual needs, under the guidance of the class teacher or Inclusion Leader.
9. Provide feedback to pupils in relation to progress and achievement.
10. Participate in training and other learning activities and performance development as required.

11. Support teachers in the preparation and management of resources and displays, helping to keep classroom well organised, attractive and tidy.
12. Attend to the general welfare of pupils, in liaison with other members of staff.
13. Attend to the medical needs of pupils, according to agreed procedures and practice.
14. Controlling and supervising pupils during PE, educational journeys or other off-site activities.
15. Supervising pupils in the playground and at lunchtime and helping maintain the good behaviour of pupils throughout the school.
16. Liaising with other Teaching Assistants, teachers, and Midday Meals Supervisors as needed.
17. Contributing to the general tidiness of the school and recognising health and safety responsibilities.

Signed: _____

Date: _____

