



# The Craylands School

## Job Description – Teaching Assistant

**Responsible to:** Class teacher

### **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 classroom teacher.

### **Principal Duties and Responsibilities**

- To work with individuals or groups of pupils in or outside of the classroom under the direction of teaching staff and provide feedback to the teacher.
- To support pupils to understand instructions and support independent learning and inclusion of all pupils.
- Support the class teacher in behaviour management and keeping pupils on task.
- To support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and organise learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute towards maintaining a safe environment.
- To undertake training and other learning activities, including attending relevant meetings as required to ensure own continuing professional development.
- To be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality and behaviour as well as manual handling reporting all concerns to an appropriate person.

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data including spelling scores, times table results.
- Take part in meetings concerning pupils in the class.
- Assist with break time supervision including facilitating games and activities.
- Assist with taking pupils on educational visits.
- Support pupils in use of ICT.
- Invigilate and support in exams and tests.
- Make phone calls to parents when needed e.g. if a child is unwell or has hurt themselves.
- Assist pupils with eating, dressing and hygiene as required, whilst encouraging independence.
- To administer medication (if first aid trained), following medical instructions and keep records of medication given to pupils.
- To make a wider contribution to the school by attending and supporting PTA events, school performances and extra-curricular activities.
- To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Such other duties as the headteacher or class teacher may from time to time require.

This job description describes in general terms the normal duties that the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.