

# **CHARTHAM PRIMARY SCHOOL**

## **Job Description: Teaching Assistant**

**Job Title: Teaching Assistant**

**Salary: KR3**

### **Job Purpose:**

A Teaching Assistant will foster the participation of pupils in the social and academic processes of the school, enable pupils to become more independent learners and help to raise the standards of achievement for all pupils.

### **Duties:**

A Teaching Assistant will:

#### **Support for pupils**

- support pupils' learning activities, attend to additional learning needs, and help in development;
- help with the care and support of pupils;
- contribute to the health and well-being of pupils;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour.

#### **Support for the teacher**

- help with classroom resources and records;
- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- support the school curriculum, especially literacy and numeracy activities;
- provide support for learning activities;
- support the use of ICT in the classroom and for administration;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the presentation of display materials;

- support teaching staff or senior colleagues with routine administration;
- such other duties as the Headteacher may from time to time require.

### **Support for the school**

- monitor effective working relationships with colleagues and parents;
- contribute to the maintenance of pupils' safety and security;
- review and develop their own professional practice;
- recognise confidentiality, child protection procedures, Health & Safety, and the policies of the Governing Body and the LA.