

Sandwich Infant School



NAME

JOB TITLE

Teaching Assistant Small Group Support

GRADE

Kent Range 3

CONTRACT

Duties and Responsibilities

To work under the direction of the Headteacher, SENCO and class teacher to assist in the education and social development of an individual pupil.

Provide teaching support in small groups and where necessary be assigned to other individual pupils in order to aid the teacher.

Liaise with the class teacher to understand the objectives of the session.

Assist the teacher with observation and monitoring of the progress of the child, both educationally and socially.

Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist their education and growth.

Tend to the hygiene and physical needs of individual pupils and assist to dress and undress for PE. etc.

Supervise in PE lessons, off-site activities and at playtime to ensure the safety of pupils.

Make resources for teachers' or pupils' use as directed by the class teacher and assist where necessary with the preparation and clearing away of the resources to ensure effective and efficient teaching.

Attend relevant training days/sessions to update knowledge and skills base.

Such other duties as the headteacher or class teacher may from time to time require.

ICT

You must be:

- Reasonably proficient on a computer, word processing, Power Point and e-mail
- Prepared to understand that the essential tool of communication within Sandwich Infant School is through email.
- must be able to work with email packages and check your school mailbox at least daily and ensure that it is kept clear for incoming mail.

This job description describes in general terms the normal duties which the post holder 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 of the post.

Signed _____ Date _____

Signed _____ Headteacher