

## JOB DESCRIPTION 2020

### TEACHING ASSISTANT: KR3

Hours: 28.75

*This job description does not form part of the contract of employment. It describes the way that the post holder is expected and required to perform and complete the particular duties set out below.*

**RESPONSIBLE TO:**                      **Headteacher**

#### General Description of Post

To work under the direction and guidance of the Headteacher to assist and support the work of children in their educational and social development.

#### Outline of Duties

- ❖ To work under the direction and guidance of Headteacher/Class Teacher/SENCO, as appropriate, in supporting children's learning in all areas of the curriculum individually or in groups.
- ❖ To share ideas for planning/preparing differentiated work/materials, which the learning support assistant will use with groups or individuals.
- ❖ To mark work completed in their focus group in line with the marking policy and share assessments with Class Teacher.
- ❖ To complete efficient observations and assessments of pupil/group responses for the class teacher/SENCO.
- ❖ Taking into account the additional needs involved and/or disabilities, to aid the child/ren to learn as effectively as possible both in group situations and on his/her own, by for example:
  - clarifying and explaining instructions;
  - ensuring child is able to use equipment and materials provided as independently as possible;
  - motivating and encouraging child as required;
  - assisting in weak areas, eg language, behaviour, reading spelling, handwriting, presentation etc;
  - helping pupils to concentrate on the learning objective;
  - meeting physical needs as required whilst encouraging independence;
  - liaising with class teacher devising complementary learning activities.
- \* Where appropriate to assist in the physical well-being of those pupils being supported at the time.
- \* To establish a supportive relationship with the children.
- \* To establish a supportive relationship with other staff working as part of the team.
- \* To prepare, present, display and maintain resources in the classroom for use in curriculum support.
- \* To participate in some in-service training.
- \* To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriate.
- \* To contribute to the efficient running of the school. To be aware of school procedures.
- \* To support school values.
- \* Responsibility may include photocopying and tidying the classroom.

*I accept this document as a fairly negotiated job description for my post as a Teaching Assistant at Westmeads Community Infant School.*

Date: ..... Signed:

..... Post holder

Date: ..... Signed:

..... Headteacher