

# **Northdown Primary School**

## **JOB DESCRIPTION**

JOB TITLE: Teaching Assistant  
SALARY SCALE: KR3  
REPORTING TO: INCLUSION MANAGER

### **Duties**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

### **Teaching and learning**

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, phase leader and class teachers
2. Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress
3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary
5. Assist class teachers with maintaining student records
6. Support students with emotional or behavioural problems and help develop their social skills
7. Organisation and implementation of schools nurture provision
8. Boxall Profiling

### **Administrative duties**

1. Prepare and present displays of students' work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the head teacher requires
4. Keep records of interventions as required by the Inclusion Manager and file them termly.

### **Standards and quality assurance**

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings
4. Undertake professional duties that may be reasonably assigned by the head teacher
5. Be proactive in matters relating to health and safety

### **Other Duties**

1. Be included in the supervision rota for lunch and play times

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Headteacher: \_\_\_\_\_