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**Job Description – Teaching Assistant**

**Responsible to: Teacher / Senior Staff**

**Responsible for: None**

**Functional links with: Pupils, Teachers, Parents, Carers and other school staff/visitors**

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| **Main Purpose of the job:**  To work under the direct instruction of teaching / senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom |
| **Major Duties and Responsibilities:**   1. Assist teachers by leading groups and supporting pupils in their learning in order to ensure their continuing educational development. 2. Assist teachers in fostering an effective learning environment to ensure that pupils spend their school life in stimulating surroundings. 3. To assist teachers and senior managers in preparing resources and equipment as necessary, in order to support pupils’ learning. |
| **Job Activities and expectations:**   * Lead learning activities with groups of children. * Support individual children with their learning, including any specific special educational needs or disability. * Supervise pupils ensuring their safety and encourage pupils to be independent in order to interact with others, engage in activities led by the teacher and to act independently. Supervise and assist with any toileting needs as required. * Establish good relationships with pupils, acting as role model, reporting progress and achievements to teacher as agreed. * Awareness of individual needs and respond appropriately, ensuring all pupils have equal access to learning. * Respond to pupils’ minor welfare and personal needs and ensuring pupils requiring regular medication are given timely reminders. * Awareness of school’s educational and behavioural policies for developing pupils. * Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of pupils’ work. * Record individual pupil’s behavioural difficulties, discussing with teacher appropriate responses and carrying them out. * Undertake pupil record keeping, collecting information from/to parents/carers as directed. * Provide basic clerical and typing support for teacher. * Prepare and maintain equipment/resources as directed, assisting in their use. * Work within pre-determined guidance, policies, procedures and teacher’s guidance. * Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. * Attend regular meetings and discussions, which contribute to the overall work of the school. * Report safeguarding concerns in line with school policy. |

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| Signed by | Post Holder: | Date: |
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