

HIGH FIRS PRIMARY SCHOOL

JOB DESCRIPTION
TEACHING ASSISTANT

Responsible to: Headteacher

Support for pupils

- Assist in the educational and social development of individual or groups of pupils, under the direction and guidance of the Headteacher, SENCO and Class Teachers
- Assist in the implementation of Individual Education Plans, EHCPs, and intervention programs for pupils and help monitor their progress, if appropriate
- To encourage pupils to interact with others and engage in the learning within the class
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- To assist with the pastoral care of the pupils, including supporting children who are distressed or unwell
- To assist the pupils with personal needs when appropriate
- Work with other professionals, such as Speech and language specialists, Speech Therapists and Occupational Therapists, as necessary
- Support pupils with identified, sometimes significant, learning, emotional or behavioural needs
- To use ICT effectively to support learning activities and support the children's independence in its use
- Commitment to resourcing for individual children's needs

Support for teaching staff

- To be fully aware of the planning and focus of activities, together with the intended learning objectives, within the classes they are working in
- Support class teachers with preparing resources and other tasks, in order to support the children's learning
- To provide regular, accurate feedback to teachers on pupils' achievement and progress, including recording and tracking the development of the children in their intervention groups
- Monitor and evaluate the responses of the children during their learning activities, using a range of assessment procedures (including marking) and as agreed by the class teacher
- Support class teachers with maintaining their record keeping and pupil record updates
- To accompany and supervise pupils on visits, trips and out of school activities, within contracted hours as required
- To assist the teaching staff in creating and maintaining a purposeful, orderly and supportive learning environment

Support to the school

- Support the aims and ethos of the School
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, inclusion and data protection; reporting any concerns to the appropriate named person
- To support short-term class cover under the direction of the class teacher
- To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary
- To assist with First Aid and pastoral needs
- Set a good example in terms of dress, punctuality and attendance
- To attend relevant meetings and participate in relevant training opportunities, INSET and professional development as required
- Undertake professional duties that may be reasonably assigned by the Headteacher, including supervision of pupils in off-site activities as required
- To adhere to and support school policies

Signed: Teaching Assistant Date:

Signed: Headteacher Date: