



High Halden Church of England Primary School. **Teaching Assistant Job Description**

Purpose of the Job:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Key duties and responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
- Supervise whole classes for short periods of time .
- Take into account the pupils' Special Educational Needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials and use of data .
- Build and maintain successful relationships with pupil, treat them consistently, with respect and consideration .
- help reinforce and promote independent learning and social skills by supporting pupils in groups
- Support the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils
- Take every opportunity to develop pupils' language, reading, mathematics and related skills as directed by subject specific teachers
- Help keep children on task by giving them individual attention where necessary and help them to become successful learners
- Comply with individual responsibilities, in accordance with the role, for health and safety within the workplace
- Ensure that all duties and services provided are in accordance with school policy
- Attend relevant school meetings as required
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager .

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play
- Assist with break-time/lunch-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
- Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
- Carry out other roles and tasks as requested by the headteacher that are commensurate with salary grade

These duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.