



## Teaching Assistant Job description

Name of Postholder:

Job Title: Teaching Assistant

Reports to: Class Teacher

Date: September 2020

Grade: KR3

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### 1. Purpose of job

Support the class teacher in the teaching and welfare of children to ensure they attain the targets and objectives planned.

### 2. Accountabilities as Teaching Assistant

- Ensure the maintenance of a clean, orderly and safe working indoor and outdoor environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils to make progress in their learning.
- Assist the Class Teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the Class Teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed, in order to support the Class Teacher to deliver the specific learning programmes set for each child.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

### 3. Necessary experience

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills.
- Preferable previous experience (1-2 years) of working with children.
- Ability to use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

#### 4. Scope for impact

Support staff in schools make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

#### 5. General Duties and responsibilities

- To work under the direction and guidance of the Headteacher, Deputy Headteacher and Class Teacher, to assist in the educational and social development of the pupils.
- They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher.
- Liaise with the Class Teacher to understand the objective of each session.
- Assist the teacher with observation and monitoring of the progress of the children, both educationally and socially.
- Promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth, paying regard to the agreed school policies.
- Tend to the hygiene and physical needs of individual pupils and assist children to dress and undress for PE etc where necessary.
- Participate and supervise pupils in off-site activities.
- Make materials for teachers' or pupils' use as directed by the Class Teacher and assist where necessary with preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
- Support Class Teacher with administrative tasks.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.
- Such other duties as the Headteacher or Class Teacher may from time to time require.

Signature of post holder:

Date:

Signature of headteacher:

Date: