



## Job Description Teaching Assistant– KR3

**Job Title: Teaching Assistant**

**Post Holder:**

**Responsible to:**

**Purpose of the Job:**

To work under the direction and guidance of the Headteacher, Inclusion Leader, Class Teacher and cover Teacher / HLTA to assist in the educational and social development of pupils, ensuring pupil welfare and progression.

To work within the general aims of the school and to contribute towards the overall Christian ethos of the school, paying due attention and regard to the policies.

**Duties and Responsibilities:**

**Support for record keeping and resources:**

Participate in the Implementation of Provision Maps for pupils as designed by the teacher and Inclusion Leader and duties will include providing feedback.

Maintain accurate records and ensure that all documentation of interventions is recorded and filed appropriately (especially matters of confidentiality and Child Protection)

Make resources/gather materials for teachers or pupils (as directed by the class teacher) and assist in the clearing away of the materials to ensure effective safety and efficient teaching.

Provide clerical/admin support (eg. typing, photocopying, display, collection and recording of money etc).

Be aware of and comply with policies and procedures relation to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

**Support during learning activities:**

To support the learning of the pupils in the delivery of the lesson set by the teacher / person covering the class. This may be working with pupils in small groups. Also to provide appropriate feedback.

Liaise with the class teacher in order to understand the objectives of each lesson.

Understand the assessment and success criteria to be used for each session and feedback required by the class teacher.

Assist in the national and school based assessments and their arrangements e.g. SATs, reading tests, BRP

Display a commitment to child protection and safeguarding by report to the headteacher any behaviour by colleagues, parents and children which raises concern.

To provide support for the individual pupils within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of the class.



## Job Description Teaching Assistant– KR3

Work with the individual/group programmes devised by other professionals e.g. speech therapist, occupational therapist etc.

Implement behaviour management programmes for pupils to measure and ensure pupil's wellbeing, health, safety and learning needs are met.

### **Care and support of the pupils:**

To assist in the support and inclusion of all pupils including those with Additional Educational Needs.

Support pupils with emotional and/or behaviour problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.

To have responsibility for all pupils during break times.

Supervise in PE sessions and at play (as directed) to ensure the continued safety of the pupils.

To assist in the hygiene and the physical need of the individual pupil, and where necessary, assist the early years pupils to dress/undress for PE.

To be aware of and observe Health and Safety practices and policies at all times.

### **Support for colleagues:**

Assist the teacher with observations and monitoring of the progress of the pupils.

Participate and supervise pupils in off-site activities as directed by the Headteacher, Inclusion Manager or class teacher e.g. educational trips, walks etc.

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.

Routinely liaise with the parents and other agencies as necessary.

To observe strict confidentiality on all matters concerning the pupil and school matters.

To keep up communication systems by checking and using school e-mail system.

### **Supporting your own Professional Development:**

Undertake training and other learning activities and attend relevant meetings, as required to ensure own continuing professional development, including performance management with line manager.

To review and reflect on your own progress and development.

To be an active participator in the Performance Management Review Process

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