

**Teaching Assistant: Job Description**

**Responsible to: The Headteacher**

**General Responsibilities**

* To assist teachers with the education, supervision and welfare of all the children in the classes to which they are allocated.
* To share in the responsibility for the well-being and discipline of all pupils in the school.
* To share in the responsibility to provide an attractive, stimulating, supportive and secure environment for all.
* To contribute to meetings, discussions and systems to support the work of the school as a whole.
* To take part in in-service training as is deemed necessary for individual or whole school needs.
* To have knowledge and understanding of school policies.
* To carry out a share of supervisory duties in accordance with published schedules.

##### Particular Responsibilities

You may be required to undertake any of the following activities:

* Work with individuals or groups of pupils to support learning;
* Plan or modify work for specific pupils in consultation with teachers;
* Prepare, modify and maintain materials and resources;
* Provide formative feedback to pupils;
* Discuss pupils’ progress and attitude with teachers;
* Work with other professionals such as speech therapists and occupational therapists, as necessary.
* Assist class teachers with maintaining student records.
* Attend INSET closure days and staff meetings if requested;
* Attend Teaching Assistant meetings and training as appropriate;
* Administer First Aid to children, as appropriate, (training provided);
* Care for sick children including cleaning duties (if premises officer not available);
* Supervise pupils at break times/lunch times;
* Accompany groups of pupils within the school grounds, during off-site activities and on school visits;
* Support pupils with special educational needs or disabilities in accordance with Individual Learning Plans, EHCHPs and in consultation with teachers, SENDCo or other professionals;
* Contribute to reviews of pupil progress;
* Help create and maintain an attractive, tidy and supportive classroom environment;
* Set a good example in terms of dress, punctuality and attendance;
* Carry out any other duties reasonably appropriate to the job purpose.

###### Health and Safety

Every member of staff has a duty of care and it is therefore incumbent on you to recognise hazards or potential hazards and to make efforts to ensure the health and safety of yourself and others at all times.

###### Confidentiality

Any information gleaned during the course of your duties is totally confidential whether this appertains to school organisation, staff, parents or individual children.

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review may take place as part of performance management or at any other time on request.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.