

**TEACHING ASSISTANT**

**JOB DESCRIPTION**

**POST TITLE: TEACHING ASSISTANT**

**GRADE: Grade E**

**REPORTING TO: Head Teacher and Class teachers**

# Duties and Responsibilities

**Relationships**

1. To establish and promote positive relationships with children, other members of staff and parents, acting as a role model and setting high expectations.

**Preparation and Planning**

1. To assist the class teacher in preparing resources and setting out learning materials and equipment for planned activities.
2. To discuss with the class teacher the learning objectives and expected learning outcomes for each lesson or activity.

**Supporting Children in Their Learning**

1. Under guidance of teacher support an individual child with English, math's and other areas of the curriculum when appropriate. This may include adapting activities/resources to meet the needs of the child.
2. Deliver support programmes when appropriate.
3. Effectively communicate work set by class teacher to the child and ensure that s/he understands the task and expected outcomes.
4. Encourage the child to interact and work cooperatively with others to ensure that they are all engaged in the task.
5. Respond effectively to the child’s questions about his/her learning activities.
6. Support the child with the use of IT.
7. Promote the social and emotional development of the child, which may include support at playtimes.
8. Promote inclusion of all children within the classroom and school.

**Assessment**

1. To observe and report on a child’s performance. This may include a daily diary and a home/school diary.
2. To update records as agreed with class teacher.
3. Provide oral and/or written feedback about a child’s progress to the teacher at the end of each lesson.

4. Under direction of class teacher, carry out observations of child and feedback.

**Behaviour and Emotional**

1. Work closely with the class teacher to contribute to the management of child’s behaviour, maintain order and an appropriate working environment, including implementation of the school’s behaviour policies.
2. Feedback to teachers on the behaviour of children during the lessons.
3. To assist with supporting children with their behaviour on the playground where necessary.
4. To implement support programmes to develop the child’s emotional development.

**Health and Safety**

1. Ensure that the health, safety and welfare of children is maintained at all times.
2. Deal with problems and emergencies in accordance with the school’s policies and procedures.
3. Provide comfort and immediate care to children in case of minor accidents and report serious incidents to appropriate person.

**Other**

1. Accompany teaching staff and children on educational visits.
2. Accompany and be responsible for small groups of children at sporting events.
3. Contribute to the overall ethos, aims and work of the school.
4. To undertake playground duties as requested.
5. Have knowledge of and implement the school’s policies and procedures.
6. Attend staff meetings and staff development events when required.
7. Undertake any administrative duties relevant and appropriate to the post.

**Safeguarding**

1. To be aware of and follow the safeguarding policies and routines established in school to ensure that the school is a safe place for all children.

Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.