

**TEACHING ASSISTANT**

**JOB DESCRIPTION**

**Introduction**

A job description is not designed to limit or define tightly the role, but to demonstrate and clarify to the staff the areas of responsibility specifically within its compass.

It is hoped that all members of the trust will find it possible to display a loyalty and attitude to the schools in keeping with the developing ethos and the commitment to improvement, contributing to it by involvement and example.

The Teaching Assistant works under the direct instruction of the teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.

**Key Responsibilities**

* To support pupils to understand instructions, encourage independent learning and maximise the inclusion of all pupils including those with special needs.
* Attend to pupils’ personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support.
* Assist with the planning and preparation of activities and in the delivery of local
* and national initiatives
* Prepare the learning environment as directed for lessons and clear up learning environment and resources.
* Assist with the display of pupils’ work.
* Assist with break /lunch time supervision including facilitating games and activities.
* Assist with escorting pupils on educational visits and out of school activities.
* Support pupils in emotional well being, reporting issues to the teacher when appropriate.
* To administer intimate care where necessary.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Headteachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the listed duties.

Scope

* Have familiarity with all relevant statements of special educational needs specific to a

child you are working with.

 Assist in the development of individual development plans for pupils (such as Individual

Educational Plans).

 Prepare, maintain and use equipment/resources required to meet the lesson

plans/relevant learning activity and assist pupils in their use.

 Monitor and manage stock and supplies for the classroom.

 Support the teacher in managing pupil behaviour, reporting difficulties as

Appropriate.

 Work is normally carried out in the classroom or similar environment, which may

sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

 No formal supervisory responsibility for a class, but expected to supervise and work with

designated groups.

 Promote good pupil behaviour, dealing promptly with conflict and incidents in line

with established policy and encourage pupils to take responsibility for their own

behaviour.

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

 Administer routine tests and undertake routine marking of pupils work.

 Select, prepare and clear away classroom materials and learning areas ensuring that they

are available for use, including developing and presenting displays.

 Attend to pupils’ personal needs and implement related personal programmes,

including social, specific medical needs, physical hygiene and welfare matters with

appropriate training/support.

 To adhere to school local and national guidelines, exercising professional discretion

at all times.

 Be aware of and comply with policies and procedures relating to child protection, health,

safety and security, confidentiality and data protection, reporting all concerns to

an appropriate person.

 Participate in training, meetings and other learning activities and performance

development as required

 Contribute to the overall ethos/work/aims of the school

 Maintain confidentiality at all times

Other information

Jubilee Wood Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the MAT’s safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.