



PLYMSTOCK SCHOOL PERSONNEL RECRUITMENT JOB DESCRIPTION



Job Title:	Teaching Assistant
Location:	Learning Support
Pay Group:	Grade B – SCP 3 – 4
Hours:	27 hours per week x 39 weeks per year
Accountable to:	SENDCo
Job Purpose:	Under the direction/instruction of SENDCo provide general support to staff and pupils.

Support for Students

- 1 Support students in accessing learning activities as directed by the teacher
- 2 Provide feedback to students in relation to progress and achievement.
- 3 Ensure the maintenance of a clean and orderly working environment.
- 4 Timely and accurate preparation of routine equipment/resources/materials as set out in instructions from the staff lesson plan and curriculum.
- 5 Undertake basic record keeping as directed.
- 6 Assist with learning activities ensuring health and safety and good behaviour of the student.
- 7 Maintenance of everyday equipment, check for quality/safety.

Support for the School

- 8 Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- 9 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 10 Contribute to the overall ethos/work/aims of the school.
- 11 Appreciate and support the role of other professionals.
- 12 Attend relevant meetings and as required.
- 13 Participate in training and other learning activities and performance development as required.

General Duties

- 14 Be an effective role model for the standards of behaviour expected of students.

Plymstock School is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

This document outlines the duties and level of responsibilities required of this post at the time of appointment. It is not an exclusive or comprehensive list. Duties may vary from time to time without changing the characteristics of the job or level of responsibility