



Teaching Assistant Job Description



JOB DESCRIPTION – Teaching Assistant

Salary Grade	LBR2 - 3 to LBR3 - 6 (dependent on qualification)
Hours	30 hours per week

Purpose of the post

- To work under the instruction/guidance of teaching staff, to undertake work/care/support programmes, to enable access to learning for all pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out throughout the school.

Main duties and responsibilities

Support for pupils

- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact appropriately with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Attend to the pupils' personal needs and deal with routine pupil welfare matters
- Assist in the supervision of pupils at playtime

Support for the teacher

- Prepare the classroom for lessons, under the direction of the teacher and clear away afterwards
- Assist with the display of pupils' work
- Be aware of pupils' problems / progress / achievements and report to the teacher as agreed
- Make brief notes, if requested, on children's response to specific activities
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather / report information from / to parents / carers as directed by teacher
- Provide administrative support, e.g. photocopying, filing
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Support for the curriculum

- Support pupils to understand instructions
- Support small groups of pupils in learning activities under the direction of the class teacher
- Supervise small groups of children in activities outside of the classroom
- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use
- Any other duties consistent with the purpose and grade of the post.

General

- 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
- Ensure all pupils have equal access to opportunities to learn and grow
- Contribute to the overall ethos and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required, including weekly briefing meetings
- Participate in training and other learning activities and performance management as required
- Duties and responsibilities of the post may change over time as requirements and circumstances change. This job description does not form part of the post holder's contract of employment.