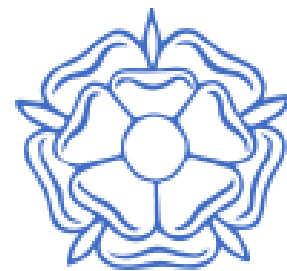


Tudor School Job Description



Job title: Teaching Assistant/ Learning Support Assistant

*Teaching assistant will (in most cases) be allocated to a particular class.
Learning support assistant will (in most cases) be allocated to a particular child/ group of children.*

General duties: To work alongside the class teacher in supporting the needs of children.

Responsible to: The class teacher, the headteacher and the governing board

Specific duties:

- To work with individuals or groups of children under the class teacher's supervision.
- To help children in individual and collaborative study skills.
- To support specific aims in lessons, as planned and directed by the teacher, assist with support plans, long- and short-term planning, so that the best possible support can be given towards a child's learning.
- To assess/evaluate children's work, give children feedback on their achievements and progress, and discuss their progress with teachers.
- To help gather and prepare required resources for the class teacher, including photocopying, laminating, book making, mounting of work, help with displays, etc.
- To be familiar with school policies and schemes of work.
- To be a role model and help to ensure that children follow the school behaviour policy.
- To meet children's physical needs, while encouraging independence, and give comfort, support and reassurance when required.
- To help ensure that a high standard of health and safety is maintained at all times.
- To administer first-aid as needed and contact parents if necessary.
- To assist on out of school trips when required.

Other responsibilities:

- To safeguard and promote the welfare of children.
- To communicate effectively with colleagues and others in conjunction with duties.
- To review and develop personal and professional skills as and when necessary.
- To support the school at all times with the practice of confidentiality.

For whom responsible:

- The children who are currently allocated to work with the teaching assistant/ learning support assistant.

Hours & pay:

- Hours are outlined in the teaching assistant/ learning support assistant's contract
- The teaching assistant/ learning support assistant is paid up to H3 of the local government employees' pay scale.

This job description may be reviewed at any time after consultation with you.

Signed: _____ Job holder Date: _____