



Gade Valley Primary School

Job Description: Teaching Assistant

Job Title: Teaching Assistant

Scale: H2

Responsible to: The Headteacher and the Governing Body of the school

Supervision: A member of the SLT will be the line manager and deal with appraisals.

Purpose:

Main Duties:

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupil's progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an EpiPen)
- To assist in the maintenance of children's records.
- To promote the school's values and ethos.
- Attend relevant training and take responsibility for own development
- Attend relevant School meetings as required
- To respect confidentiality at all times
- Any other duties required by the teacher or SLT within the scope of this post.

To undertake all of the following:

- Work as part of a team and assist the classteacher to ensure quality education for the children.
- To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the classteacher.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning
- Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the classteacher.
- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Report any concerns regarding children's welfare or education, to the classteacher.
- Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children's work.
- Assist and attend with seasonal events e.g. parent's evenings, concerts and festivals as requested.
- Attend appropriate staff meetings and training days/events as requested.

Name of Post holder:

Date :

Signature of Post holder:

Signature of Headteacher.....