



# Norton St Nicholas CofE (VA) Primary School



## Job Description – Teaching Assistant

**Reports to: SENCo**

### **Main purpose**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

### **Key responsibilities**

*The responsibilities listed are not intended to be an exhaustive list, but act as a helpful overview of the key responsibilities.*

#### **General:**

- Make a positive contribution to the school's vision and values.
- Assist in the development and review of policies and procedures to be followed.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Attend to pupils' basic needs, such as hygiene, first-aid and welfare matters.
- Undertake playtime and/or lunchtime duties.

#### **In the classroom:**

Under the direction of the Class Teacher:

- Assist with the planning and delivery of learning activities for individuals and small groups, modifying and adapting activities as necessary. Provide feedback to the Class Teacher.
- Support pupils in independent learning and support inclusion of all pupils.
- Support the teacher in behaviour management and keeping pupils focussed on their learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils' work, and contribute to maintaining a safe environment.
- Accompany teachers and pupils on out-of-school activities, taking responsibility for a group.
- Liaise with parents and carers.
- Providing individual support for pupils with identified special educational needs, supporting in the development of these, as appropriate.

#### **Health and Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

#### **Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

#### **Professional development:**

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and overall performance.

**Communication:**

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

This job description will be reviewed at least annually as part of your performance management programme. The SENCo will conduct your Performance Management.

*This job description sets out the duties of the post at the time it was drawn up. The Headteacher may, after consultation with the post holder, vary the duties from time to time without changing their character or the level of responsibility involved.*

Signed: \_\_\_\_\_  
(Teaching Assistant)

Date \_\_\_\_\_

Signed: \_\_\_\_\_  
(Headteacher)

Date \_\_\_\_\_