



JOB TITLE: Teaching Assistant

RESPONSIBLE TO: Assistant Headteacher

GRADE: H2 - H3

PURPOSE OF THE JOB

- To support the teaching and learning of the pupils in the school through direct involvement with children and by supporting the class teacher in their role.
- To assist in maintaining a stimulating learning environment.
- To help care for the children and develop play at breaktimes, lunchtimes and through outside play opportunities.
- To support the class in directed tasks within PPA time.

MAIN AREAS OF RESPONSIBILITY

- To work with individuals and groups of children within designated year groups on tasks directed by the teacher.
- To support the teacher by preparing and organising equipment and resources to ensure the efficient use of time and learning opportunities within the classroom.
- To work co-operatively with the class teacher to ensure the learning opportunities are fully understood by the children and the children's learning is supported.
- To keep records of activities of learning and contribute to the evaluations of the children's learning in the class assessment file.
- To discuss plans with the class teacher and ensure you understand the learning objectives you are presenting.
- To work with a larger group alongside a teacher on directed tasks to provide non-contact time for the class teacher during PPA time.
- To work on specific tasks with individual children who have special educational needs to deliver their Support Plan, under the direction of the class teacher and the SENCo.
- To assist in creating displays and areas in the classroom to enrich the children's learning opportunities.
- To be aware of the general school environment and ensure it is maintained in good order.
- To assist at lunchtimes on designated days, and when the need arises through staff shortages, caring for the children, responding to their needs and keeping them safe. To help develop and promote play at lunchtimes and maximise learning opportunities when appropriate.
- To assist with playground duties as directed by the Assistant Headteacher.
- To attend weekly business meeting if possible and responded as necessary. All teaching assistants are also expected to attend certain curriculum staff meeting and INSET days as advised.
- To participate in the school's Performance Management programme.



- To undertake professional development and training as identified through your Performance Management including first aid training.
- Be prepared to act as first aider in cases of minor injuries.
- To be aware of the School Health & Safety Policy and ensure you are aware of and undertake risk assessments in your designated teaching area.
- To respect the confidential nature of information you receive about children and their families and ensure this is only discussed in appropriate professional contexts, and shared with other professionals on a “need to know” basis.
- To be aware of and comply the requirements of GDPR.
- To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

EQUALITIES

To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to health and safety including risk assessments in your area and report all concerns to an appropriate person. In addition, to keep up to date with school’s information regarding children’s dietary needs and allergies.

SAFEGUARDING

Be aware of and comply with policies and procedures relating to child protection and report all concerns to an appropriate person.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools’ policies and practices. All staff should make every effort to attend team meetings as required.

** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.