



Job Description

Job Title:	Teaching Assistant
Reports Directly To:	Class Teacher
Line Managed By:	Senior Leadership Team Member
Pay Grade:	H1-H3 depending on qualifications and experience

Purpose of the Role

To provide high-level support to teachers in the management of pupils' learning.

Main Duties

- ◆ Attend to pupils' personal needs, including social, health, hygiene, first aid and welfare matters
- ◆ Assist with the planning and delivery of learning activities
- ◆ Actively engage with the children when they are learning and playing
- ◆ Carry out focussed observations of the children working and record these for the teacher
- ◆ Prepare classrooms and clear afterwards and assist with the display of pupils' work.
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money and record keeping.
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher.
- ◆ Liaise with parents and carers, under the direction of a teacher.
- ◆ Assist with the development and implementation of interventions as appropriate

Job Context

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

The jobholder is managed by a member of the Senior Leadership Team but may work with several teachers. The jobholder works under the day-to-day supervision of the teacher to whom he/she is assigned.

Equality

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 child protection, health, safety and security, confidentiality and data 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 school's policies and practice.