Cowley Hill Primary School
Job Description – Teaching Assistant
Title and Grade of Post: Teaching Assistant H1
Responsible To: The Headteacher, Deputy Headteacher, Phase Leader, Class Teacher

Duties
This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

1. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Deputy Headteacher, SENDCO and Class Teachers
2. Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress
3. Provide support for identified students either individually or as part of a group
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary
5. Assist class teachers with maintaining pupil records
6. Support students with emotional or behavioural problems and help develop their social skills
7. Supervise whole class in teachers absence
8. PPA cover – Plan and deliver teaching sessions

Administrative duties

Prepare and present displays of students' work

1. Support class teachers in other tasks such as photocopying and display work.
2. Undertake other duties from time to time as the head teacher requires
3. Assist class teacher in preparation of class resources
4. Planning, preparation and assessment

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings where deemed appropriate by the Headteacher
4. Undertake professional duties that may be reasonably assigned by the Headteacher
5. Be proactive in matters relating to health and safety
6. Undertake professional development as identified by the Headteacher
7. Supervise children at playtimes
8. Ensure confidentiality is maintained at all times

This job description sets out the main duties. It may be reviewed annually or earlier at the request of the Teaching Assistant or Headteacher.

Cowley Hill Primary School is committed to safeguarding and promoting the welfare of children. It is essential that all staff actively contribute to this aim.

J Hood April 2022