



Job Description for Teaching Assistant

Duties and responsibilities to include:

Support for the Child

- Supervise and provide academic and emotional support for the children, including those who have Special Educational Needs
- Establish positive relationships with children
- Promote and reinforce children's self-esteem and social development
- Reinforce the school's high expectations of the children
- Work with individuals or groups of children as directed by the teacher
- Help the children at transition times throughout the day
- Implement personalised behaviour strategies under the guidance of the class teacher or Special Educational Needs Co-ordinator
- Deliver directed interventions under the guidance of the class teacher or Special Educational Needs Co-ordinator

Support for the Teacher

- Read and follow the plans for the day/ week/ term
- Lead small group or individualised learning activities as directed by the class teacher, Key Stage leader or SENCo
- Support class teacher to create and maintain displays
- Monitor children's responses to learning and feed back to the teacher
- Take part in visits out of school and take responsibility for organising medication and first aid as necessary
- To assist the teacher in creating a positive learning environment in line with our behaviour policy
- Assist with administrative tasks as required

Support for the School

- Be constantly vigilant for any Safeguarding and Health and Safety issues
- Uphold the school's ethos
- Read and comply with the policies as listed in the handbook
- Participate in training and professional development as appropriate
- Undertake playground duties
- Comply with confidentiality and data protection

Support at Breaktime and at Lunchtime

- Ensure the welfare and well-being of the children during breaktime and lunchtime both inside and outside the building.
- To actively encourage good behaviour of the children at all times, in conjunction with the school's policy on behaviour
- Assist with putting out tables and chairs for lunch
- Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session
- To follow the school's procedures for reporting accidents and the administration of First Aid
- Ensure all children are engaged in suitable activities. Be proactive and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the teacher in charge.
- Attend relevant training opportunities

Name:

Signed:

Date:

Head Teacher:

Date:

This job description will be reviewed annually in consultation with the post holder.

Job description review history: November 2022 K Hillerton