

## **TEACHING ASSISTANT JOB DESCRIPTION -**

### **Line of responsibility**

The teaching assistant will be directly responsible to SENCo.

### **Job purpose**

The teaching assistant is responsible for:

- Providing assistance with the teaching and learning of students under the instruction of the class teacher in order to maximise their participation and achievement.
- Providing support with classroom management and with the supervision of students, while maintaining a purposeful, orderly and supportive environment.
- Providing general care and welfare to students.
- Contributing to the overall ethos, work and aims of the school.

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher and line manager.

### **Job specification**

#### **Operational**

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall understand and implement the school's behaviour policy and code of conduct, including the issuing of rewards and sanctions within the school's policies and procedures.
- S/he shall ensure that students are aware of the school's behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
- S/he shall supervise and provide support to individuals and groups of students, including those with special educational needs (SEN), ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.
- S/he shall contribute to the learning, personal, physical and social needs of students, while encouraging independence.
- S/he shall be aware of and respond appropriately to individual student needs.
- S/he shall liaise with her/his line manager, appropriate teaching staff and other professionals to ensure support is effective and efficient.
- S/he shall work to establish a supportive relationship with parents/carers in order to foster strong and constructive links between home and school.
- S/he shall produce additional curriculum materials, in discussion with the class teacher, to support teaching programmes.
- S/he shall contribute to the planning and review of lessons, activities and/or support programmes.
- S/he shall undertake pre-determined learning activities and teaching programmes for individuals and groups of students under the guidance of the class teacher.

- S/he shall assist students to learn as effectively and independently as possible, both in group situations and on their own, by for example clarifying and explaining instructions.
- S/he shall adopt appropriate strategies and approaches to support and assist students in achieving their learning goals.
- S/he shall ensure students are able to use the equipment, other specific aids and materials and assist where students are uncertain, such as with meanings of words, spelling, and presentation.
- S/he shall use ICT effectively to support learning activities and develop students' competence and independence in its use.
- S/he shall supervise and assist students in their concentration in order to complete work set.
- S/he shall motivate and encourage students, and help them to develop their self-esteem and interaction with others.
- S/he shall maintain records of student progress, achievement and problems, and provide verbal and written feedback as required to staff and students.
- S/he shall contribute to individual education plans (IEPs) and individual behaviour plans for students.
- S/he shall provide assistance in the supervision of students during breaktimes and lunchtimes as required.

#### **Administrative**

- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
- S/he shall input and extract information from the school's database system/s as required.
- S/he shall maintain both manual and computerised record and filing systems in line with requirements.

#### **General**

- S/he shall attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- S/he shall assist in escorting students on educational visits and participate in extra-curricular activities as required.
- S/he shall invigilate school and public examinations and tests as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- S/he shall comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and all other matters reporting all concerns to an appropriate person.

#### **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to:

- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

- Uphold the school's policy in respect of child protection matters and all other matters.
- Be subject to all relevant statutory and institutional requirements.
- Perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.

Acknowledged and agreed by:

(signature)

Date: