



## **JOB DESCRIPTION: Teaching Assistant**

The Teaching Assistant will work closely with the Class Teacher to ensure:

- Continuity and progress within the classroom
- Knowledge of class planning

## **RESPONSIBILITIES**

Teaching Assistants within the school should be willing to take on any responsibility or task requested by the Head Teacher which are listed but not limited to the below:

### Support for Teacher

- To support the Class Teacher and assist in the weekly planning as required
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- To be involved in the day to day running and organisation of the classroom
- Under the class teacher's guidance, take responsibility for the planning and teaching of selected lessons of certain subjects within the curriculum, such as the teaching of individual children, groups or class to be agreed and overseen by the class teacher
- To contribute with the recording and organisation of the children's assessments
- To assist in setting up the classroom activities prior to the school day as per weekly planning schedules and to assist in tidying up at the end of the school day and the beginning and end of each term
- To ensure that the classroom is equipped with all the necessary stationary and equipment
- To mark and discuss with the children the work they have supervised, as required by the class teacher
- To assist the class teacher with wall displays in and around the school

### Support for pupils

- To accompany the children to and from their specialist classes i.e. Art, Music, PE and to remain with the class as and when required
- Take responsibility for reading or a group which has been planned by the class teacher, and which will allow the assistant teacher to gain knowledge and insight of each child's ability
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher

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- Set challenging and demanding expectations and promote self-esteem and independence

#### Support for the curriculum

- Undertake structured and agreed learning activities and adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Prepare, maintain and use equipment/resources required to meet the lesson plans and assist pupils in their use

#### Support for the school

- To attend all school activities as a member of staff e.g. staff meetings, concerts, productions
- To take part in after school activities at least once per week
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the established policy and encourage pupils to take responsibility for their own behaviour
- To show genuine willingness to further one's own knowledge and experience of teaching and to be prepared to participate in programmes to enhance expertise
- To undertake staff training including health & safety and first aid courses as required by the school
- Comply with the school's policies and procedures relating to child protection and safeguarding, health & safety and reporting any concerns to the appropriate staff member
- Contribute to the overall ethos/work/aims of the school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher