



Job Description

Post of Responsibility Job Title Teaching Assistant

Responsible to Head Teacher (Primary)

Reports to Achievement and Progress Leader of Key Stage

Job Purpose Teaching assistants will be engaged in a very wide range of tasks, which although they can be categorised and detailed as follows, the list is not exhaustive and from time to time the Head Teacher may require other duties to be undertaken. The list may require to be amended and updated according to the needs of the school.

They will support pupils by

- attending to their personal needs (such as taking them to toilet);
- helping them use any equipment;
- establishing good relationships with them;
- responding to their needs, yet encouraging independence;
- promoting their self-esteem;
- promoting inclusion;
- enabling individuals or groups of pupils to engage with the learning tasks set by the teacher, and to work towards individual targets and learning plans;

teachers by

- performing administrative and clerical tasks not requiring a teacher's professional expertise;
- escorting groups of pupils to different work areas;
- preparing learning resources;
- photocopying ;



- maintaining ICT equipment;
- working with specific groups of children in literacy or numeracy lesson

the curriculum by

- helping pupils understand instructions, through repetition, rephrasing and modelling;
- undertaking small-group support work e.g. in EAL
- showing pupils how to use ICT to develop their learning;
- selecting, preparing and maintaining learning equipment and resources;

the school by

- helping implement school policies
- participating in training, in order to keep up to date with current school issues;
- contributing to discussions of pupils' progress in their Individual Education Plans (IEPs, IBP's etc);
- assisting with the supervision of pupils outside lesson times, i.e. in the playground, or in the school grounds generally;
- insisting that pupils conform to the standards detailed in the school's policy on behaviour;

A full time teaching assistant will be required to work 40 hours a week. They will be expected to attend TA staff meetings and to attend INSET. They will also be required to be in school for the week after the end of the school term in summer and the week before the beginning of the autumn term – exact requirements will be confirmed each academic year.