



## **Job Description for Teaching Assistant Scale 3 (5-6)**

### **Job Title: Support Assistant (Teaching Assistant)**

#### **Responsible to: Headteacher & Deputy Head**

The postholder will be responsible for assisting the appropriate class teacher in supporting the children's learning and providing for their social welfare needs within the school.

#### **Job Purpose**

To assist with the education, supervision and welfare of all the children in the class.

#### **Duties:**

- ❑ To work with individuals or groups of children, with all ability levels, to support their learning in all curriculum areas under the direction of the class teacher or other professionals.
- ❑ To support the class teacher and other professionals within the school, in developing specific activities and programmes of support for the child/children.
- ❑ To help prepare class activities, through joint planning with teachers and to organise the availability and care of the classroom equipment and resources necessary for such activities.
- ❑ To help children learn as effectively and independently as possible, both in group situations and on their own, e.g. clarifying and explaining instructions, listening to children read, etc.
- ❑ To ensure the health and safety of the children and report concerns or detail of accidents/incidents as necessary to the Headteacher.
- ❑ To work, with other professionals, i.e. Speech and Language Therapists, the SENDCO, to implement a suitable programme of support for the child/children as required.
- ❑ To be willing to provide cover at Breakfast club and Creche provision during parents evening or the walking bus to the local play centre as may occasionally be required.
- ❑ To hold or to agree to take a first aid qualification and to administer simple first aid or medical procedures in line with LEA guidelines.

- ❑ To contribute to and implement the school's behaviour policy and support children in complying with that policy.
- ❑ To meet with relevant class teacher prior to the start of the school day.
- ❑ To assist with supervising children at the beginning and end of the day in the playground
- ❑ To assist in the general care of the school environment by keeping classrooms and other areas, like the library etc., tidy and in good order.
- ❑ To implement and promote the school's equal opportunities and policies at all times and to value the cultural diversity of the school community.

**To support the teachers, including the following:**

- ❑ To observe and report back to the teacher on the progress of the children in literacy, numeracy and language, in accordance with the school assessment policy.
- ❑ To accompany teachers and classes on educational visits, by assisting with children's care, welfare and learning activities.

**To support the curriculum, including:**

- ❑ To support group and individual work in any curricular area under the guidance of the teacher and other professionals.
- ❑ Under the guidance of the teacher, SENCO and other relevant professionals: To prepare materials and support progress in Literacy and Numeracy sessions.
- ❑ To supervise the class as and when required with work to be set by the teacher.

**General:**

- ❑ To maintain a positive attitude and to fully engage the school community
- ❑ To attend relevant in-service training as and when required.
- ❑ To administer first aid or carry out simple medical procedures in line with LEA guidelines
- ❑ To attend and contribute to occasional school meetings as directed by the Headteacher
- ❑ To develop activities to promote social interactions between pupils during break times.
- ❑ To operate IT resources, including computers, interactive whiteboards and online learning systems.
- ❑ To work as part of a team

- ❑ To be familiar with school policies, procedures and standards and to be willing to implement them in a consistent way.
- ❑ To relate to children from a wide range of cultural and social backgrounds, to develop positive relationships with them and to promote equal opportunities for all to enjoy the lunch break.
- ❑ To assist children in resolving disagreements. To develop skills to counter bullying in the playground.
- ❑ To recognise when a child needs help.
- ❑ To act calmly in a crisis and to know when to call for extra help.
- ❑ To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher
- ❑ Has clear knowledge of the schools *Safeguarding Policy* and carries out all duties in line with this