



Teaching Assistant Job Description

Responsible to: Class Teacher

To work under the direction and control of a class room or specialist teacher to provide support and assistance in the personal development and education of the pupils.

- To assist the Headteacher in maintaining an ethos of high morale in which individuals feel valued and where personal endeavour and responsibility are fostered.
- To assist the Headteacher in ensuring equality of opportunity for all through the school's policies, procedures and practices.
- To assist the Headteacher in ensuring that pupils receive high quality education designed to promote excitement, enjoyment and enthusiasm in learning, leading to the pursuit of excellence.
- To assist the Headteacher in ensuring that the activities in which pupils are engaged are conducted in a disciplined, safe and healthy environment.
- To make a specific contribution, as required, to the performance management process within the school, in order to ensure that it is effective within the school and in line with the relevant regulations.
- To help foster a set of positive staff relationships that contributes to the positive achievement of the pupils.
- To assist the Headteacher in developing and encouraging positive co-operation between the home and the school.
- To provide a safe, secure, positive and happy working environment (School Aims).
- To take part in staff meetings.
- To display a commitment to professional development.
- To promote the values of the school.
- To promote a positive image of the school.
- To work as part of a team and support the communication process with teaching assistants and other professionals.
- To be conversant and comply with school procedures and legal responsibilities.
- To nurture the well-being of every individual
- To undertake additional duties as defined by the Headteacher.

In addition to the above generic responsibilities Teaching Assistants will be required to undertake the following specific duties:-

- Assisting in the planning and preparation of activities under the guidance of a teacher.
- Supervising children / young people in their activities, at play and at meal times, and to encourage/model appropriate behaviour, consistent with the school's behaviour policy
- Encouraging good relationships between children / young people.
- Assisting teachers in preparing, providing and ensuring the maintenance of a pleasant, safe and stimulating environment for children / young people.
- Working with individual pupils / students, pairs or small groups as directed by teachers or senior managers.
- Assisting in the presentation and display of pupils / students work.
- Assisting the teacher in maintaining individual records of pupils / students experiences and achievements in all areas of the school curriculum.
- Reporting any particular concerns about children / young people to the teacher.
- Helping to maintain good relationships with the parents / guardians of children / young people in the class.
- Sharing with colleagues, supervision of out of class activities e.g. playground duties.
- Forming and maintaining good relationships with children / young people based on respect, mutual trust and understanding.
- Assisting with the physical needs of children / young people as required.
- Where trained, to administer simple first aid to children.
- Carrying out any regular tasks that are no longer required by teachers under the Workforce Reform Agreement 2003.