



THE BLAKE C of E PRIMARY SCHOOL

TEACHING ASSISTANT JOB DESCRIPTION



Post: Teaching Assistant

Responsible to: SENCO

Duties:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Also included in the duties of the post-holder are the 24 non-teaching tasks transferred from teachers to support staff in accordance with the workforce remodelling agenda.

Teaching and Learning:

1. Assist in the educational and social development of pupils under the direction and guidance of the headteacher, SENCO and class teachers.
2. Assist in the implementation of Individual Education Programmes for children and help monitor their progress contributing to review meetings as appropriate.
3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
5. Assist class teachers with maintaining pupil records.
6. Support pupils with emotional or behavioural problems and help develop their social skills.
7. Assist teachers in maintaining high expectations and levels of behaviour.

Administrative duties:

1. Prepare and present displays of pupils' work.
2. Support class teachers in photocopying and other tasks in order to support teaching.
3. Undertake other duties from time to time as the headteacher or SENCO requires.

Standards and quality assurance:

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings, if appropriate.
4. Be proactive in matters relating to health and safety.

Other duties and responsibilities:

1. To be aware of school procedures and support the work of the school, as outlined in policy documents and the School Improvement Plan.
2. To have due regard for issues of confidentiality, referring parents to the class or headteacher, and to report appropriate information from parents or outside agencies to the class teacher.
3. To understand the regulations with regard to child protection and safeguarding of children.

Signed:**Date:****Reviewed:**

This job description will be reviewed annually.