



# The Blake CE Primary School

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Headteacher Tim Edwards-Grundy



*Loving, learning and flourishing in community*

## 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, but the post holder will be required to undertake any such duties as may be reasonably required of them by the headteacher/SENCO. Where the job or duties described vary or are amended, there will be no change to 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. Inspire and motivate children to engage with learning and the range of opportunities available to them in school.
2. Assist in the educational and social development of children under the direction and guidance of the head teacher, SENCO and class teachers.
3. Work in a range of classrooms, environments and settings, including one to one and small groups, as well as within a class.
4. Assist in the implementation of Individual Education Plans for children and help monitor their progress, contributing to review meetings as appropriate.
5. Provide support for individual children inside and outside the classroom to enable them to fully participate in all school life.
6. Work with other external professionals, for example speech therapists and occupational therapists, as necessary.
7. Assist class teachers with maintaining pupil records.
8. Support children with emotional or behavioural problems and help develop their social skills.
9. Assist teachers in maintaining and promoting high expectations and levels of behaviour.

### Administrative duties:

1. Prepare and present displays of children's work.

2. Undertake photocopying and other administrative tasks in order to support the work of the school.

**Standards and quality assurance:**

1. Support and actively promote the aims and ethos of the school.
2. Work as a member of a team, to ensure the flourishing of all members.
3. Set a good example in terms of dress, punctuality and attendance.
4. Attend team and staff meetings, as appropriate/requested.
5. Be proactive in matters relating to health and safety.

**Other duties and responsibilities:**

1. Be aware of school procedures and support the work of the school, as outlined in policy documents and the School Development Plan.
2. Have due regard for issues of confidentiality, referring parents to the class or head teacher, and to report appropriate information from parents, or outside agencies to the class teacher.
3. Understand and adhere to the regulations with regard to child protection and the safeguarding of children.

**Signed:**

**Date:**

**Reviewed:**

This job description will be reviewed annually.