

# Job Description

## Teaching Assistant

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<b>Job title:</b>	Teaching Assistant	<b>Grade:</b>	Grade C Scale Point 2-3
<b>School:</b>	Southfield Primary School	<b>Post No:</b>	20020121
<b>Line manager:</b>	Headteacher		
<b>Hours:</b>	31.25 hours per week term time only		

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### Main purposes of the job

- Assisting students with their educational and social development, on an individual and group basis
  - Providing support for individual students inside and outside the classroom to enable them to fully participate in activities
  - Assisting teachers with the maintenance of student records
  - Building and maintaining successful relationships with students, whilst treating them with respect and consideration
  - Provide expertise to deliver a personalised curriculum for each pupil's learning
  - Work together with families and other agencies to ensure every pupil is valued, challenged and supported
  - Have the highest expectation that every pupil will make sustained academic and personal progress
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### Main responsibilities and tasks

#### Support to pupils

1. Under instruction from the class teacher to support pupils learning by working with individuals or groups of pupils, including those with special needs. Work will involve assisting the pupils to understand the activity and using appropriate strategies to keep pupils 'on task' and engaged in the work set.
2. To assist the pupils with personal needs as appropriate.
3. To provide support for pupils emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy.
4. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

#### Support to teachers

5. To prepare the classroom with basic resources and equipment as directed by the teacher and assist the pupils in their use.
6. To be aware of pupil problems, progress, achievements and report to the teacher as appropriate.
7. To provide general clerical support to the teacher, as appropriate e.g. photocopying, laminating, filing etc as required.

#### Support to the school

8. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.

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9. To be aware of school policies and procedures concerning working with children and report any concerns to an appropriate named person.
10. To assist with the supervision of pupils out of lesson time, but within both the school day and contracted hours as necessary for their safety.
11. To accompany teaching staff and pupils on visits, and out of school activities as required.
12. To attend relevant meetings and participate in training opportunities and professional development as appropriate.
13. To adhere to school health and safety policy including risk assessment and safety systems
14. To adhere to school policy on equality and diversity.

### Support for the curriculum

15. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
16. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

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### Signatures – line manager and job holder

Signature of Manager:	_____	Date:	/   /
Signature of post holder:	_____	Date:	/   /

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