

# **Teaching Assistant job description**

## **Teaching and learning**

1. Assist in the educational and social development of pupil(s) under the direction and guidance of the Head Teacher, SENCO and Class Teachers
2. Assist in the implementation of Individual Education Programmes for pupil(s) and help monitor their progress
3. Provide support for individual pupil(s) inside and outside the classroom to enable them to fully participate in activities
4. Work with individuals and groups of children, under the guidance of the teacher, including children with Special Educational Needs, particularly those on the autistic spectrum.
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary
6. Assist class teachers with maintaining pupil records
7. Support pupil(s) with emotional or behavioural problems and help develop their social skills

## **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 Head Teacher requires

## **Standards and quality assurance**

1. Support the aims and ethos of the school in providing a quality education for all children and enabling them to become independent learners who are able to achieve their potential.
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings as required
4. Undertake professional duties that may be reasonably assigned by the Head Teacher
5. Be proactive in matters relating to health and safety

## **Other duties and responsibilities**

1. Assisting pupils on arrival and departure from school.
2. Supervising pupils as they move about the school between sessions.
3. Supervise children at playtimes
4. Where appropriate, to liaise with parents and report any concerns to the class teacher.
5. To maintain confidentiality
6. To undertake such duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will be required only with the agreement of the postholder.