



JOB DESCRIPTION

Teaching Assistant

Pay Level: 2a (Points 3-4)

Salary Range: £9.62ph - £10.01ph pro rata

Hours: Wednesday – Friday 8:30am – 12.30pm

Level and salary dependent upon qualifications and experience

RESPONSIBLE TO: Headteacher/Classroom Teacher/SENDCo

JOB PURPOSE: Under the instruction and guidance of teaching staff/SLT, to undertake educational activities and attend to the educational, personal and social needs of pupils to support their learning and development and to ensure their safety.

MAIN RESPONSIBILITIES:

Support for Pupils:

- To attend to pupils' educational, personal and social needs and any other requirements depending on the pupil's specific needs and, wherever possible, make these part of the learning experience.
- Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy or speech therapy under the direction of the appropriate specialist.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Whilst there may be a specific requirement to support a named pupil or pupils with a. Educational Health Care Plan (EHCP), support to other pupils may also be required, at the direction of the Headteacher.
- To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Education Visits Co-ordinator.

Support for Teachers:

- To assist in devising and extending educational activities and preparing the curriculum needs for the class you are supporting.
- Contribute to developing and implementing Learning Support Plans and Personal and Pastoral Support Plans.
- To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
- To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc.).
- To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum:

- To support the teaching of the school curriculum areas as required and led by the class teacher.

Support for the School:

- To work collaboratively with colleagues as part of a professional team, in particular the Class Teacher, the Special Educational Needs and Disabilities Co-ordinator (SENDCO) and other LSAs; working at all times within the school's policies and procedures.
- To assist in the general operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
- To undertake training and development activities.
- To maintain confidentiality at all times regarding school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Headteacher.

Our school is fully committed to safer recruitment.