



Job Description : Teaching Assistant in Class

Proposed Role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher but sometimes in another area of school, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main duties will be to:

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. To supervise and support pupils ensuring their safety and access to learning
3. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities led by the teacher
6. To encourage pupils to act independently as appropriate
7. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
8. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
9. To undertake pupil record keeping as requested
10. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
11. To gather/report information from/to parents/carers as directed
12. To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
13. To support pupils to understand instructions
14. To teach small groups or individual children following plans and programmes prepared by the class teacher.
15. To Supervise or teach larger groups of children whilst the class teacher teaches a small group.



- 16.** To provide class cover for short periods of time as in agreement with senior leaders and as appropriate to the salary grade.
- 17.** To assist the teacher including; observing children's achievements, updating and keeping records and liaison with parents / carers.
- 18.** To spend time with the class teacher to understand planning and its implications.
- 19.** To be responsible for the supervision of individual children with Special Educational Needs as agreed with the class teacher.
- 20.** To take part in the playtime and lunchtime duty rota with other teachers and teaching assistants.
- 21.** To attend school and team meetings including in-service training.