



## GREAT TEW SCHOOL JOB DESCRIPTION FOR TEACHING ASSISTANT

**POSTHOLDER:**

**POST (HRS):**

**GRADE:**

### INTRODUCTION

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Headteacher, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's 'Grievance Procedure' will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's 'Stress at Work Policy' and the County Council's 'Dignity at Work Policy'

### SUPPORT FOR PUPILS

- Carry out specific tasks with individual children who have an identified special need. The time spent will be time tabled and linked to the child's Pupil Profile and where appropriate Statement of Educational Needs. Tasks will be clearly defined by the class teacher and appropriate training, if needed, will be given.
- Be involved in the preparation and evaluation of Pupil Profiles, and review meetings as required
- Support pupils in accessing learning activities under the guidance of the teacher
- Provide feedback to pupils in relation to progress and achievement
- Develop methods of promoting and reinforcing self esteem
- Be willing to share particular skills and expertise with the children and staff
- Listen to individual children's needs, ideas, opinions etc
- Work with groups of children, identifying pupils who need help and reporting relevant difficulties back to the class teacher directly or via record sheets
- Help individual children with their learning, organisational skills, understanding, recording, self-confidence and motivation

### SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc, including photocopying and putting up displays
- Maintain records as requested
- Ensure the health and safety and good behaviour of pupils at all times
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support

### SUPPORT FOR THE CURRICULUM

- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials

### SUPPORT FOR THE SCHOOL

- Have due regard for the schools aims and objectives and any policies of the Governing Body
- Share in the corporate responsibility for the well being and discipline of all pupils and contribute to the overall ethos, worth and aims of the school
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

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- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities
- Take part in swimming trips, school outings and games lessons. Assist with playground supervision
- Collect money and answer telephone when office is unattended
- Respect confidentiality at all times
- Foster good relationships with the children, staff and parents in the school
- Administer first aid when required

**All Employees**

- Cooperate with health and safety requirements.
- Report all defects in Repairs Book in office.
- Read and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Report all serious incidents in 'Incident Book'
- Inform Head of Establishment of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_