

# **JOB DESCRIPTION for Teaching Assistant**

## **(Term time only contract)**

- Purpose of Job:** To work as part of a team of staff supporting children's needs within the class and monitoring and recording the progress of pupils.
- Responsibilities:**
- Support for Pupils**
- Take into account the pupils' individual needs and ensure children can access lessons and their content through appropriate clarification, explanations, equipment and materials.
  - Help children access the curriculum through ensuring lessons are accessible.
  - Support and help learners to progress
  - Help children record work in an appropriate way
  - Develop study and organisational skills
  - Keep pupils on task and build motivation
  - Reinforce or extend learning and understanding
  - Build the pupil's confidence
  - Promote and safeguard the welfare and safety of pupils within the school
  - Support with personal hygiene, including changing when necessary
- Support for teachers**
- Support the teacher in the delivery of the curriculum
  - Have clear lines of communication with the teacher
  - Have formal meetings with teachers to discuss planning and preparation for lessons
  - Support the teacher in evaluation of pupils' progress
- Support for the Curriculum**
- Support group work in Literacy and Numeracy
  - Support learning across all subject areas
- Support for the School**
- Work as part of the team in relation to individual pupils.
  - Be aware of school policies and procedures, including those relating to confidentiality.
  - Identify personal training needs and attend appropriate internal and external training.
  - Any other tasks as directed by the headteacher which fall within the purview of the post
- Professional development**
- Set targets for professional development which are agreed between the post holder and the Class Teacher/Line Manager
  - Meet with the Class Teacher/Line Manager to review targets