

Headteacher

John Galvin

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Teaching Assistant Job Description

Post: Teaching Assistant
Responsible to: Headteacher / Senior Leadership Team / Class Teacher

Duties:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. This will include lunchtime cover during the week.

Main purpose

The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of children
- Promote children's independence, self-esteem and social inclusion
- Give support to children, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Teaching and learning

- Work under the direction of the class teacher to provide support to groups and individuals of children in order to promote good progress
- Assist in the educational and social development of children under the direction and guidance of the Senior Leadership Team and class teacher
- Assist in the implementation of individual programmes for children and help monitor their progress
- Provide support for individual students inside and outside of the classroom to enable them to fully access the curriculum
- Work with other professionals, e.g. speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining the children's records
- Support children with emotional or behavioural problems and help develop their social skills

Administrative duties

- Prepare and present displays of children's work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the headteacher requires

Standards and quality assurance

- Support the aims and Christian ethos
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings or other professional development when required
- Undertake professional duties that may be reasonably assigned by the headteacher
- Be proactive in matters relating to health and safety

Other duties and responsibilities

- Other duties that the headteacher may, from time to time, ask the post-holder to perform
- Supervising children in the playground
- Supervising children during lunch time
- Accompany children on school trips/visits when necessary
- Deal with minor problems sensitively, however report to the class teacher/headteacher problems of a more serious nature
- May be required to attend some INSET training as part of the school team