

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 of 1/2 hour per day.

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 pupils under the direction and guidance of the Senior Leadership Team and class teacher
- Assist in the implementation of individual programmes for students 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 student records
- Support students with emotional or behavioural problems and help develop their social skills

Administrative duties

- Prepare and present displays of pupils' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the head teacher 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 head teacher
- Be proactive in matters relating to health and safety

Other duties and responsibilities

- Other duties that the head teacher may, from time to time, ask the post-holder to perform.