

Job Description

Post Title: Teaching Assistant

Responsible To: Headteacher, Deputy Headteacher, Class Teacher, SENCO

Purpose of the Job

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

Duties and Responsibilities

- Working with individuals or small groups of children under the direction of teaching staff
- Establish positive relationships with pupils supported
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and ICT suite and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- **Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources**
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate, writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation and maintenance of stocks of materials and resources
- To display children's work and maintain an effective classroom environment

Signed.....

Dated.....