



Job title : Teaching Assistant

MAIN PURPOSES OF THE JOB –

- To maintain the Christian ethos of the school and support its principle aims.
- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom and to provide general support to all pupils.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To ensure the health and safety of children at all times under the direction of the appropriate person as identified by the school.

RESPONSIBILITIES OF THE JOB –

Support for pupils:

- Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To assist the pupils with personal needs as appropriate.

Support for the teacher:

- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
- To administer and mark routine work under the guidance of the class teacher and in line with the school's marking policy.
- To be aware of the planning of work and activities.
- To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.
- Support the different needs of individual pupils, including EAL and SEND children, to ensure that they have equal opportunities to access the curriculum and to learn and develop.

Support to the school

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.



- Have the ability to develop positive professional relationships with colleagues, external agencies, pupils and their parents.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection; and report all concerns promptly to designated staff.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

As a school we are committed to the safeguarding of children and adults. All jobs offers will be subject to a DBS check and two satisfactory written references.