



## **Job Description – Teaching Assistant**

**POST:** Teaching Assistant

**RESPONSIBLE TO:** Headteacher

**DAYS OF WORK:** Monday –Friday. Term time only

**HOURS:** 8.30-3.30pm

**PAY RANGE:** Bucks Pay Range 2

### **Job Purpose**

To work under the direct instruction of teacher /Head teacher, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

- **Support for Pupils**
- **Support for Teachers**
- **Support for the Curriculum**
- **Support for the SENCo**
- **Support for the School**
- **Additional duties**

### **Areas of responsibility and Key Tasks**

#### **Support for Pupils**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- To aid the pupil to learn as effectively as possible through
  - Clarifying and explaining instructions
  - Ensuring the pupils is able to use the necessary equipment
  - Motivating and encouraging the pupil
  - Helping pupils to concentrate and complete the task
  - Develop appropriate resources to support learning
  - Develop pupils' social interaction
  - Develop pupils' self esteem

#### **Support for the Teacher**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed

- Prepare equipment for school trips
- Ensure letters and information is given to parents
- Provide clerical/admin. support e.g. photocopying, typing, filing, etc.

### **Support for the Curriculum**

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using basic ICT as directed

### **Support for the SENCo**

- To assist the SENCo to develop a suitable programme of support and then carry out the programme within the class or in a withdrawal situation
- To record SEN pupil progress on specific IEP tasks
- To evaluate the support programme
- To adapt/differentiate/ modify any materials to meet the needs of the pupils assign to you

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- To foster links between home and school where appropriate
- To maintain confidentiality at all times
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, which may include before and after school, escorting the children to and from the bus and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

***This job description describes in general terms the duties and responsibilities which the post holder will be expected to undertake. In addition, duties may vary from time to time at the discretion of the Headteacher, without changing their general character or the level of responsibility entailed. Cuddington and Dinton School is an equal opportunities employer.***