

THURLBEAR CE VA PRIMARY SCHOOL
JOB DESCRIPTION
TEACHING ASSISTANT

POST: Teaching Assistant

RESPONSIBLE TO: SENCo and Individual Class Teacher

MAIN PURPOSE OF JOB: To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for an individual pupil/pupils. Work may be carried out in the classroom or outside the main teaching area.

Duties and Responsibilities to include:

Support for Pupils

1. Supervise and provide particular support for pupils with special educational needs ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal & Intimate Care programmes.
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher, where appropriate.

Safeguarding and promoting the Welfare of Pupils

1. Carry out tasks associated with pupils' welfare, including physical and medical needs, whilst encouraging independence. This may include providing support and assistance in dispensing medication.

Support for the Curriculum

8. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
9. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2 , Foundation Stage, recording achievement and progress and feeding back to the teacher.
10. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
11. Prepare, maintain and use equipment/resources required to meet the requirements for individual plans/relevant learning activity and assist pupils in their use.

Support for the School

12. 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.
13. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

14. Contribute to the overall ethos/work/aims of the school.
15. Appreciate and support the role of other professionals.
16. Attend and participate in relevant meetings as required.
17. Participate in training and other learning activities and performance development as required.
18. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
19. Accompany teaching staff and SEN pupils on visits, trips and out of school activities.

This job description will be reviewed at the request of either the post holder or the Headteacher.

HEADTEACHER:
POST HOLDER:
DATE AGREED: