



Ashmole Primary School

JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
GRADE:	Pay Point 21 -24
PURPOSE OF JOB:	Under the direction and supervision of the teaching staff to provide care, learning support and assistance to pupils, and to support teachers and staff in implementing the aims and objectives of the school.
RESPONSIBLE TO:	The Head Teacher in all matters and to the relevant Key Stage Leader.

EMPLOYMENT DUTIES:

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

Duties and Responsibilities

1. Under the direction of the class teacher, actively support pupils in the most appropriate ways to facilitate their access to the curriculum.
2. Provide the agreed support across the range of subject areas and age groups, in a variety of learning situations.
3. Help the pupils to socialise within their peer groups, supervising them both in and out of the classroom, including undertaking supervisory duties at break times.
4. Under the direction of the teacher, monitor the work of individual pupils on certain pre-set learning programmes.
5. Supervise small groups or individual pupils.
6. Assisting with classroom preparation and clearing away of materials.
7. Assist the pupils with school sessions. To understand and support independent learning and inclusion of all pupils as required.
8. Help with the preparation of special events, e.g. school concerts, plays, parents/carers evening, etc.
9. Assist with the supervision of pupils in the absence of teachers, including cover supervision.
10. To assist with the invigilation of tests/ examinations.
11. To assist and lead breakfast club; after school clubs and activities.
12. Assisting children with or supervising use of computers.
13. To assist the teacher in the preparation and delivery of the subject area. To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
14. To be familiar with the requirements of the subject area being supported. To support assessment procedures.
15. Keeping a daily diary of events including work completed, behaviour, general comments.
16. Maintaining a home/school liaison record.
17. Taking part (with the teacher) in discussions with parents if required.

18. Accompanying and supervising children on outings or at break times.
19. Giving encouragement to children by offering appropriate attention and by showing interest in their activities. To provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
20. Assist with general administration and clerical work to support the teacher or the pupils.
21. To support the work of volunteers and other teaching assistants in the classroom.
22. To assist pupils with eating, dressing and hygiene as required, whilst encouraging independence.
23. To monitor and manage stock and supplies for the classroom.
24. To lead and manage lunchtime staff in phase groups and support pupils at lunchtime.
25. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: _____

Head Teacher: _____ Date: _____