

# Hester's Way Primary School



## Teaching Assistant Job Description

**Overall Line Manager:** Head Teacher.

**Immediate Line Manager:** Deputy Head/SENDCO and taking daily direction from the Class Teacher.

### Main Responsibilities:

- To support the class teacher with the effective teaching and learning, safety and welfare of a specific child with identified needs.
- Effective teaching, learning and assessment of the child, small groups and other children in class.
- Ensure the safety and welfare of all children, as part of safeguarding practice and policies.
- To be responsible for the direct supervision, safety and welfare of children during the lunch hour, depending on contractual hours and when required.
- To support the aims and ethos of the school, through shared and agreed Vision, Mission and Values.
- To follow the professional code of conduct and safeguarding policies and procedures.

### Duties and Responsibilities:

Under the direction and control of the classroom teacher:

- To contribute to the planning, delivery and evaluation of learning activities.
- To supervise the activities of the individual/group of children, to ensure safety and facilitate the pupil's learning and development.
- To undertake those activities necessary to meet the physical and social, emotional and mental health needs of children.
- To teach and provide support for individual children/group of children inside and outside the classroom to enable them to fully participate in activities.
- To be aware of individual children/group of children's needs and progress, reporting these to classroom teacher.
- To contribute to developing positive relationships with children, parents/carers and colleagues; To liaise with external agencies when directed.
- To promote and reward positive behavior and follow the Behaviour Policy; Speaking to parents when needed upon the advice of the class teacher.
- To be familiar, follow and implement the policies and procedures relevant to the role.
- To assist the teacher with the preparation and clearing away of materials in the classroom.
- To attend school meetings as required.
- To be self-motivated and positively participate in Performance Management and CPD.
- To assist in the implementation of the SEND plan appropriate to the individual child and to monitor their progress, through observations and assessments.
- To use interventions to support the individual/group of children's learning.
- To support the class teacher with maintaining the child's folders and records, preparing the child's work for display.
- To assist in the preparation of reports on the child's performance, and contribute to the maintenance of appropriate records.
- To assist the child in routine care activities: toileting, washing, dressing and undressing, when required.
- Supervise and encourage positive play at break and lunch times, when needed.
- Undertake other duties from time to time as the Head Teacher/SENCO requires.

This job description sets out the main duties of the post and is not exhaustive. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. These are changed are made at the discretion of the Head Teacher.

The Teaching Assistants Standards will be used as reference for Performance Management.