



## Teaching Assistant Job Description

### Purpose of Post

- To support the day to day running of the class, to including the provision of a caring, safe, secure and stimulating environment.
- To deliver a range of activities, planned by the class teacher based on an observation and assessment cycle for the children in the class.
- Work within a staff team to ensure policies and procedures are implemented at all times.
- (When employed to support a child with special educational needs): To support a child with an Education, Health and Care Plan within the mainstream classroom under the instruction of the class teacher.

### Responsible to

Class teacher, Year Leader and Deputy Heads

### Duties and Responsibilities

- To ensure that you comply at all times with school policies, procedures and standards, including health and safety, hygiene, inclusion, confidentiality.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm.
- To liaise with the Key Stage team and SLT members to ensure that particular needs of children are met
- To develop and maintain good relationships and communication with parents/carers to support meeting the needs of each child.
- To actively participate in relevant staff training and development opportunities.
- Working creatively with children within the National Curriculum in order to provide an enabling learning environment for all children including the child you are working with.
- Ensuring all children have equal access to opportunities to learn and develop.
- Liaising with other members of school staff to share information and agree course of action.
- Following programmes of work as laid out by the teacher to support individual pupils and groups of pupils.
- Contributing to the on-going assessment of progress for the children you work with.
- Liaising with advisory and support staff in supporting particular children.
- To act in accordance with current legislation, policy and procedures.
- Supporting the organisation of the availability and use of general and specialist play equipment and other resources, ensuring that they are clean, safe and secure. Adhering to risk assessments as appropriate.
- Ensuring that Health and Safety policies are implemented.
- Work requires bending, kneeling and crouching for periods of time and will also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
- Activities will occur both inside and outside.
- Promoting positive Christian based values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behavior.
- Providing objective and accurate feedback and reports as required on child achievement progress.
- Contributing to the overall ethos/work/aims of the school.