

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Teaching Assistant
<b>RESPONSIBLE TO:</b>	SLT / Class Teacher
<b>JOB PURPOSE:</b>	Under the direction of teaching staff assist with the care of individual or groups of pupils, to support their learning and development and ensure their safety.

**Main duties and responsibilities:****Support for Pupils**

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary)
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care under the direction of the appropriate specialist.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Head Teacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the teacher.

**Support for Teachers**

1. To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc.)
2. To assist teachers with educational activities in the classroom to support pupils' learning and development.
3. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks to help to make these part of the learning experience.
4. To assist with record-keeping on pupils as required, including information on

pupil progress.

5. To assist the class teacher in delivering IEPs as necessary.

### **Support for the School**

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed the Head Teacher / Manager.
3. To attend staff meeting, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Head Teacher / Manager

### **Safeguarding and promoting the welfare of the child:**

All staff must make themselves aware of the systems within school which support safeguarding. This includes the school's safeguarding/Child Protection Policy, Staff Code of Conduct and the role of the designated safeguarding lead. All staff members must be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

1. Know about data protection issues in the context of this role.
2. Understand that different confidentiality procedures may apply in different contexts.
3. Be responsible for promoting and safeguarding the welfare of children that you come into contact with.
4. Have knowledge of the most recent legislation.

### **Sharing Information:**

1. Be aware that different types of information exist; confidential, personal data, sensitive and appreciate the implications of those differences.
2. Attend meetings, training days and team meetings with the Head Teacher and know how to share information.