

CRESSEX COMMUNITY SCHOOL

JOB DESCRIPTION

Job Title: **Teaching Assistant**

Primary Purpose: To support raised standards of achievement and improve provision for students by contributing to the work of the Enrichment team, to ensure that students learning and support needs are met in accordance with the aims and policies of the school.

Responsible to: Line Manager

The Role

The Teaching Assistant role plays an important part in supporting students learning and development, acting as a consistent and positive influence within the classroom. She/he will use their skills and understanding to encourage progress, build confidence, and provide both guidance and challenge where appropriate.

The role includes working alongside teachers, the SENCo, and wider support staff to meet students needs, as well as contributing to effective communication with parents when required.

The Teaching Assistant will support lessons, assist with small group or individual work, and may step in to supervise classes when needed during teacher absence.

Main Duties and Responsibilities

1. Promote and safeguard the welfare of students according to school procedures.
2. Build and maintain positive relationships with students, colleagues, parents and outside agencies.
3. Contribute to the provision of an effective environment for learning.
4. Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with students so that their intellectual and social development (including self-reliance and self-esteem) is fostered.

5. Provide input into the planning and evaluation of learning activities for individuals and groups of students to enable the teaching staff to make informed decisions when developing their plans.
6. Supervise the activities of individuals or groups of students both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
7. Monitor individual student's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plans, Behaviour Plans and Personal Care Programmes for a student.
8. Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' progress and well being.
9. Record student information, as specified by the teaching staff/line manager to ensure that school's information systems are up to date.
10. Attend to the personal, social and physical needs of students so that their well being is maintained.
11. Prepare and maintain learning materials/equipment and ensure that the enrichment environment is kept clean and tidy.
12. Display and present the students' work as appropriate.
13. Work within school policies and procedures.
14. Undertake skill training and participate in personal/performance development as required.
15. Take care for own and other people's health and safety.
16. Undertake additional duties and responsibilities as reasonably directed by the line manager and Headteacher.