

# Teaching Assistant

## Job Description

### Main Purpose of Post

To support classroom teachers with their responsibility for the development and education of children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

### Outline of responsibilities and Tasks

Under the direction and control of the classroom teacher:

- To be aware of planning and lesson objectives and to assist at an appropriate level in pre-determined educational activities and work programmes,
- To monitor individual pupil's progress and achievements and report back to the classroom teacher as appropriate,
- To assist with the preparation of resources and materials,
- To assist with the presentation and display of children's work,
- To promote pupil independence in learning and to raise self esteem through praise and encouragement,
- To assist with the organisation of group activities away from the classroom, such as PE, swimming, educational visits,
- To assist with management of resources and organisation of the classroom and with the care and tidying of resources in the school,
- To assist at an appropriate level with the supervision of pupils during class activities, at break and lunchtimes, movement around the building and surrounding areas and activities away from the classroom,
- To assist at an appropriate level with the maintenance of a safe environment including ensuring equipment, instruments and the general environment are hygienic and in compliance with safety regulations and that any potential hazards are removed,
- To support the aims and ethos of the school,
- To work under the direction of the class teacher/headteacher undertaking such other duties and training as may be reasonably required and which are consistent with the general level of responsibility of this post
- To assist at an appropriate level with the provision of general care and welfare of children including:
  - Assisting with personal hygiene routines
  - Assisting with children's injuries and administering first aid (TA will be required to attend first aid training)

- Assisting with the identification and monitoring of children's general health and welfare
- Supporting the whole school behaviour policy