



Job Description: **Teaching Assistant**

- Purpose:** To work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.
- Reporting to:** Deputy Principal
- Hours of work:** 35 hours per week Term time only plus 5 Inset days
- Remuneration:** From £17,681 per annum pro rata

Responsibilities and Tasks:

Under the educational plan agreed with the teacher or designated supervisor:

- Support the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use skills to foster the intellectual and social development of children. Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- To feedback to class teachers, achievements, problems, and concerns to designated supervisor.
- Actively engage in the delivery of the educational work programme and activities developed by the classroom teacher.
- To present a good image and carry out duties in a way which promotes the School's Aims and Values.
- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health and Safety of him/herself and others affected by his/her work and to co-operate with employers in ensuring the Health and Safety responsibilities are carried out.
- All staff within the school are expected to demonstrate a commitment to safeguarding children.
- Undertake such duties and work hours as agreed with the Line Manager and carry out duties as may be required from time to time as detailed by the Line Manager.

Supervision Received:

Classroom teacher/designated supervisor.

Notes:

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

Principal Contacts:

Pupils, classroom teacher/supervisor, other professional groups, other Teaching Assistant.