

## Job Description Teaching Assistant

<b>Job Title:</b>	Teaching Assistant
<b>Grade:</b>	Grade 5
<b>School:</b>	Crowle Primary Academy
<b>Responsible to:</b>	Head Teacher/Deputy Head Teacher/Designated Teacher/HLTA
<b>Supervisory responsibility:</b>	None other than assisting in work familiarisation of other employees

This appointment is with the governors of the school. All support staff should endeavour to maintain the high expectations of the school and must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Support staff must maintain appropriate professional boundaries and respect the unique position of trust as support staff in school.

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### Main Purpose

Under the direction of class teacher/ Head teacher, work as part of a team within school to promote the learning and welfare of pupils by providing practical and learning support to pupils, including those with special needs. The Teacher and the Teaching Assistant work as a team - being 'partners' in supporting the pupils' access to learning and their specific needs – physical, behavioural, medical and emotional.

To work with pupils, including those with Statements of Special Educational Needs, providing individual assistance/specialist support, implementing action plans, to maximise achievement.

To attend and assist pupils with their hygiene, eating and general welfare requirements as necessary. To attend and assist pupils with intimate care and be responsible for supporting the complex medical needs of pupils and the completion of appropriate documentation where necessary

To work closely with pupils individually or groups within schools/educational establishments or on educational visits, enabling them to achieve maximum access and participation in the National Curriculum.

To work under the direction of the class teacher and to assist in the planning, administration tasks, monitoring and evaluation of the pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives for that pupil.

To help pupils to further develop literacy, numeracy, ICT, problem solving and study skills.

To help pupils develop their language and reasoning skills and to assist pupils in the organisation, preparation and display of set assignment tasks.

To give in-class support to teachers, facilitating pupils' access to the curriculum including assisting teachers of practical subjects as required with priority being given to health and safety.

To support the school's policy on discipline to ensure high standards of pupil behaviour.

To implement appropriate specific skills programmes as may be arranged and directed by the Co-ordinator for Special Needs or other professionals, working as part of a team

To assist in maximising the use of ICT in the learning process.

To assist in the writing of regular reports and reviews on pupil's progress, to assist with general administration of records.

Administer and assess routine tests and invigilate exams

To liaise with parents and other agencies as required (i.e. Social Services, Health professionals etc.) as directed by the relevant professional.

To inform other TAs/Teachers on a daily basis regarding the progress of pupils.

To contribute to the formulation of measures that are directly connected to pupil achievement, in partnership with parents and under the direction of the relevant professional.

To assist with pupil pastoral issues

To work across break and lunchtime as directed

To play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.