## SHEERHATCH PRIMARY SCHOOL

**JOB DESCRIPTION**

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| **POST TITLE:** | Teaching Assistant (Classroom Support) |
| **PAYSCALE:** | NJC Level 2 |
| **RESPONSIBLE TO:** | Headteacher/Classroom Teacher |
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| **JOB PURPOSE:** | To support the learning and development of pupils in a designated class by undertaking activities and attending to the educational, personal and social needs of the pupils under the instruction and guidance of teaching staff. |
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**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 special needs and, wherever possible, make these part of the learning
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as speech therapy 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. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator

5. To assist on the playground supervision rota.

# Support for Teachers

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans.
2. To support pupil assessment and record keeping through regular liaison with the class teacher.
3. To efficiently prepare, maintain and use 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).
4. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

**Support for the Curriculum**

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Headteacher.

 **Support for the School**

1. To work collaboratively with colleagues as part of a professional team, working at all times 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 by the Headteacher.
3. To attend staff training as appropriate, participate in appraisal 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 Headteacher

Your normal place of work is at the School, or at the premises used from time to time by the School, unless your duties take you elsewhere.  The School reserves the right to require you to work at such other place or places as it may reasonably require from time to time after providing you with reasonable prior notice.

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.