

PARK PRIMARY SCHOOL

JOB DESCRIPTION

POST: Teaching Assistant

PAY RANGE: Grade 5

Responsible to: Headteacher/SLT

Contracted hours: 27.5 hours per week plus 5 additional days.

Job Purpose: Teaching Assistant

DUTIES AND RESPONSIBILITIES

To work under the instruction/guidance of teaching staff or senior support staff to enable access to learning for pupils and to assist the class teacher in the management of pupils and the classroom.

Main duties:

- To deliver and implement work programmes to individuals/groups of pupils under the direct supervision of the class teacher enabling them to achieve maximum access and participation in the Foundation Curriculum/National Curriculum.
- To provide an appropriate level of support to individuals or groups of children whilst developing skills of independence.
- To work under the direction of the class teacher and to assist in the planning, monitoring and assessment of the individual pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives/Support Plan targets for that pupil.
- To monitor pupils' responses to learning activities, accurately record achievement and progress as directed and contribute to the preparation of reports/information for parents meetings and SEND reviews.
- To be involved in the preparation of displays, routine filing, photocopying, resource preparation and routine marking of children's work.
- To assist the class teacher in ensuring high standards of pupil behaviour.
- To attend and assist pupils with their hygiene, toileting, eating and general welfare requirements as necessary.

All staff in school will be expected to accept reasonable flexibility in working arrangements in the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working. The post holder must at all times take a pride in school, site and their own general appearance.

The post holder's duties must be carried out in compliance with all school policies. The duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post.