

# JOB DESCRIPTION



**LUDDENDEN  
CE SCHOOL**

Name:

Post: **Teaching Assistant**

Line Manager: Lisa Hoyle

## Prime Objectives of the Post

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could involve assisting the teacher in planning and the management/preparation of resources.
- To support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom

## Support for Pupils

- Supervise and support pupils ensuring their safety and access to learning
- Establish productive working relationships with pupils, acting as a role model, setting high expectations and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Encourage pupils to act independently as appropriate
- Assist with the development and implementation of IEPs as required
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Support pupils in using basic ICT as directed

## Support for Teachers

- Work with the teacher to establish an appropriate learning environment
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Provide general clerical and administrative support
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested

## Support for the School

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Maintain professional standards in relation to confidentiality and relationships with colleagues

This job description outlines the main duties and responsibilities of the post. It will be reviewed annually. However, it may be amended at any time in negotiation with the postholder.

Signed..... Date.....

Reviewed..... Date.....

Signed

Headteacher