



## **JOB DESCRIPTION TEACHING ASSISTANT**

POST TITLE: Teaching Assistant  
POST NO: 7898  
GRADE: 3

### **1.0 JOB PURPOSE AND OBJECTIVES**

- 1.1 To provide direct practical support for the qualified teacher by establishing good relationships with all pupils giving appropriate comfort and care as directed.
- 1.2 To provide support for level other staff as directed by the Headteacher
- 1.3 To assist the pupils to reach their full potential by maintaining a safe working environment.
- 1.4 To provide care and support for pupils by supporting learning through planned and differentiated activities.

### **2.0 MAIN DUTIES AND RESPONSIBILITIES**

- 2.1 To support the teacher by setting out learning resources and materials and to carry out the learning activities as directed by the teacher, including cleaning & tidying of equipment. Reporting any damages/loss to the teacher.
- 2.2 Support the teacher in maintaining a quality learning environment, e.g. putting up well presented classroom displays.
- 2.3 Provide support to pupils in the use of ICT under the direction of the teacher.
- 2.4 Seek assistance from teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went.
- 2.5 Help pupils as directed by the teacher with activities that develop literacy and numeracy skills.
- 2.6 Assist with maintenance, storage and security of records as directed by the teacher.
- 2.7 Monitor and record pupil response to activities and give regular verbal and written feedback to the teacher.

- 2.8 Check the availability and location of safety equipment.
- 2.9 Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports.
- 2.10 Organise, escort and supervise pupils with out of school activities.
- 2.11 To support the pupil(s) by providing individual help as directed by the teacher.
- 2.12 Report accidents to teacher or other relevant person.
- 2.13 Report uncharacteristic behaviours and signs of conflict to the teacher.
- 2.14 Demonstrate respect for others through your interactions with pupils and other adults. To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- 2.15 Respond to pupils appropriately, encouraging them and keeping them on task by using praise, commentary and assistance.
- 2.16 To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- 2.17 To assist during lunchtimes as directed by the Headteacher in the supervision of children; this can typically be with specific groups of children or activities, deputising for short periods for teachers or directly in the supervision of children during lunches.
- 2.18 Provide comfort and immediate care for minor accident, upsets, ailment and personal care.

**The purpose of this job description is to indicate the range of duties that can be expected. It is not intended that the postholder would carry out *all* of the duties on the job description nor is this an exhaustive list, other duties identified by class teacher or senior staff as appropriate to the level of post.**