Main purposes of the job

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom and on the playground of specific named children using the adjusted curriculum/ABA programme.
- To facilitate continuous learning strategies and social interactions, and enable the children to access all the educational opportunities available to him/her.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for the named children.
- To promote the inclusion of the named pupils to ensure he/she has equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of the children within the school.

Main responsibilities and tasks

Support for pupils:

1. Under the specific supervision of the class teacher, to work with a named individual.
2. To encourage the pupils to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupils, including helping if he/she is unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate such as toileting and getting changed e.g. P.E whilst ensuring that the children develops independence in this area over time.
5. Produce resources to assist learning (visual timetable cards, social stories and other learning stimuli) and ensuring the pupils are able to use equipment and materials provided.
6. Motivating and encouraging the pupils as required by providing individual attention, reassurance, reinforcement and help with learning tasks.
7. Provide support for the pupils to practise social skills and peer interaction in the classroom, at lunch-time and in the playground throughout the school day.
8. Support and guide through the day, helping the pupils to participate and move between activities but allowing him independence where appropriate.
9. Work with other professionals, such as Speech and Language Therapists (SALT), Occupational Therapists (OT) and ABA Case Manager as necessary in order to provide individual support.
Job Description
Teaching Assistant (JE No: 1541)

for each pupil and deliver the SALT, OT and ABA programmes as specified in the pupil’s Education and Health Care Plan.

10. Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

11. Give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem.

Support for the teacher:

1. To prepare the classroom as directed for the pupil, ensuring that resources are available and cleared away at the end of the lesson as appropriate.

2. To provide regular verbal and written feedback to teachers, parents and the Inclusion Manager on the pupil’s achievement and progress, including feedback on the effectiveness of the learning and behaviour strategies adopted.

3. To provide feedback on the pupil in relation to progress and achievement under guidance of the teacher. This may include feedback on the pupil’s progress in meeting targets specified in his/her Education and Health Care Plan.

Support to the school:

1. To be aware of and comply with policies and procedures relating to children protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.

2. To liaise with parents on a daily basis whilst maintaining professional boundaries.

3. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.

4. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.

5. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.

6. To attend relevant meetings and participate in training opportunities and professional development as required.

7. To attend relevant meetings and participate in relevant training and performance development as required.

8. To adhere to school health and safety policy including risk assessment and safety systems.

9. To adhere to school policy on equality and diversity.

10. To adhere to school safeguarding policy.

Support for the curriculum:

1. To assist with the development of basic English, Maths and ICT skills and to support their use in learning activities.

2. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

April 2009
Job Description
Teaching Assistant (JE No: 1541)

Signatures – line manager and job holder

Signature of Manager: ___________________________ Date: ___/___/____
Signature of post holder: ___________________________ Date: ___/___/____

April 2009