

JOB DESCRIPTION

Title:	Teaching Assistant inc lunchtime
Grade:	Scale 5 (Term-Time)
Responsible to:	Headteacher / Deputy Headteacher / Designated Teacher/ Senior HLTA
Responsible for:	The postholder has little or no supervisory responsibility other than assisting with work familiarisation of other employees, including new employees.
Purpose:	To work as a key support and as part of the Primary Phase to provide a safe, high quality education and care for children.

Main Duties and Responsibilities:

To be involved and contribute to the whole planning cycle including lesson planning, evaluating and adjusting work plans.

To directly deliver and implement work programmes to individuals/groups/classes of pupils under the direction and supervision of the class teacher.

To supervise classes for short periods in the absence of the class teacher and whilst on educational visits.

To provide specialist support to individuals.

To assist with the development and implementation of Individual Education Plans, Support Plans, EHCPs and pupil targets.

To monitor and evaluate pupils' responses to learning activities through observation and planned recording against pre-determined learning objectives.

To assist with the keeping and updating records including records of achievement/progress of pupils/ SEND documentation.

To administer and assess routine assessments.

To undertake out of school learning activities as required.

To support the school's policy on discipline and rewards to ensure high standards of pupil behaviour.

To communicate effectively to children, parents and staff.

To play an appropriate part in child protection procedures, such as relating relevant

factual information and recording/reporting disclosures to the designated safeguarding lead/relevant professional.

First Aid:

- To attend to minor first aid requirements and to advise the school office staff of any incidents that requires reporting to parents/carer or recording in school's Accident Book.

To follow school policies relating to Behaviour and Safeguarding Pupils.

To attend to the personal needs of pupils in line with the Disability Discrimination Act.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policy, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer's guide entitled 'School Support Staff - The Way Forward' commensurate up to and including Level 3

Updated:

October 2018