



HERON PRIMARY SCHOOL

Job Description

Teaching Assistant

Salary: Points 4-14 dependant on qualifications

Responsible to: Headteacher, Assistant Headteacher, Class Teacher

Main Purpose of the Job:

The school's team of teaching assistants (TA's) represent a key educational resource with the following aims:

- Helping to boost the progress and achievement of all pupils
- Working to enable pupils to become independent learners
- Helping to ensure that pupils are happy and fully engaged in their learning

You will support the Class Teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes and strategies to support learning implemented by the school.

Teaching and learning

1. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, SENCO and classteachers
2. Record observations and feedback to class teacher as part of the assessment process.
3. Assist in the implementation of individual outcomes for pupils and help monitor their progress
4. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
5. Work with other professionals, such as advisory teachers, educational psychologists, speech therapists, occupational therapists etc. as necessary
6. Assist class teachers with maintaining pupil records
7. Support the teacher in reinforcing behavioural expectations within the class in accordance with the school's behaviour policy
8. Support pupils with emotional or behavioural problems and help develop their social skills
9. Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

Administrative duties

1. Support the classteacher in creating an effective and colourful class learning environment where display celebrates pupil outcomes and supports current teaching and where resources are easily accessible
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the Headteacher requires e.g. contacting parents in the event of illness
4. Undertake first aid responsibilities on a rotational basis as organised by the Assistant Headteacher

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings
4. Undertake professional duties that may be reasonably assigned by the Headteacher e.g. attendance at induction meetings for new parents and pupils
5. Be proactive in matters relating to health and safety
6. Undertake in-house and external training to develop knowledge and skills
7. To take part in the annual appraisal process based on development interviews, setting objectives