

Job Description for Teaching Assistant

Job Title: Teaching Assistant
Pay rate: (NJC scale J/K) depending on experience (pro rata per annum)
Job Purpose: To support individual children in and out of the classroom implementing individual programs.
To assist in supervision of children over the lunchtime and break-time period

Key Tasks:

- Work within a class and with children with special educational needs, following programmes of work devised with the Class Teacher, Special Needs Co-ordinator or Key Stage Leader;
- Review and evaluate your work regularly;
- Review children's work regularly;
- Make observations and record them succinctly in the children's assessment records.
- Ensure at all times your approach is consistent with that outlined by the Class Teacher and school policy;
- Assist and encourage children with their personal hygiene;
- Discuss the needs and concerns of the children with appropriate adults;
- Respect confidentiality of pupils and their family;
- Share your strengths and knowledge with other colleagues;
- Attend appropriate courses as they arise in order to keep up to date with educational thinking;
- Attend relevant staff meetings;
- Carry out agreed procedures and apply school rules;
- Make a positive contribution to our School's Christian Ethos;
- Assist with supervision of children during break and lunch time duties to ensure a safe and enjoyable playtime for all.