



Job Description - Teaching Assistant

DEPARTMENT	Early Years Foundation Stage
SCHOOL	Holy Trinity Primary School
JOB TITLE	Teaching Assistant
GRADE	Band 2 points 3-5 (salary paid pro rata, term time work only)
RESPONSIBLE TO	The KS1/EYFS Assistant Headteacher
MAIN PURPOSE OF THE JOB	Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To support and supervise children during their lunchtimes
HOURS OF WORK	Monday - Friday 8.45am - 11.45pm. Term time only.

Main Functions

1. To work with the teacher to establish an appropriate learning environment
2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
4. To use specialist (curricular/learning) skills to support pupils
5. To assist with the development and implementation of EHCPs and One Plans.
6. To establish productive working relationships with pupils, acting as a role model and setting high expectations
7. To promote the inclusion and acceptance of all pupils within the classroom
8. To support pupils consistently whilst recognising and responding to their individual needs
9. To encourage pupils to interact and work cooperatively with others and engage all pupils in activities



Job Description - Teaching Assistant

10. To promote independence and employ strategies to recognise and reward achievement and self-reliance
11. To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs
12. To implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
13. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
14. To determine the need for, prepare and maintain general and specialist equipment and resources
15. To provide feedback to pupils in relation to progress and achievement
16. To provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
17. To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
18. To undertake marking of pupils' work and accurately record achievement/progress
19. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
20. To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
21. To administer and assess routine tests and invigilate exams/tests
22. To be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and the General Data Protection Regulation, reporting all concerns to an appropriate person
23. To supervise pupils on visits, trips and out of school activities as required
24. To support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
25. To provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc



Job Description - Teaching Assistant

26. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making

books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance

27. To attend and participate in regular meetings

28. To participate in training and other learning activities offered by the school and county to further knowledge (within employed hours)

29. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed Employer _____ Date _____

Signed Employee _____ Date _____