

## St Cedd's School



### Job Description

**Job Title:** Teaching Assistant (TA)

**Responsible to:** Head

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#### Liaison with: Senior Teaching Assistant

#### Role of the TA:

- To support children in their learning in the classroom environment.
- To implement and lead specific teaching programmes and interventions under the direction of the teacher and SENCo.
- To help build the children's confidence and self-esteem.
- To keep children on task and build motivation.
- To reinforce expectations.
- To assist children with physical and medical needs.
- To support and liaise with teachers and contribute to planning activities and lessons.
- To support teachers in differentiating tasks for individuals as appropriate.
- To support teachers with structured classroom assessments / observations and provide feedback to the teacher.
- To identify personal training needs and attend appropriate internal and external training to ensure that they are suitably qualified.
- To support children with emotional / behaviour difficulties and help develop their social skills.
- To undertake appropriate duties before, during and after school as allocated by the DH.
- To undertake other duties as requested by the Head or members of the SLT.
- To observe the letter and spirit of all school policies, with particular regard to Safeguarding and Health and Safety.

#### Tasks:

TAs should **only** undertake the following when not timetabled with children:

- Photocopying
- Filing
- Displays
- Administrative tasks

This job description may be amended at any time following discussion between the Head and the Teaching Assistants (TAs), and will be reviewed annually.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.