

JOB DESCRIPTION

Pay scale	Grade E
Job Title:	Teaching Assistant (Primary)
Main Job Purpose:	To support children's learning and to share in the care and well-being of children throughout the school, including those with SEN

Main Duties	
1.	<p>Supporting pupils learning, either in groups or through 1:1 work. The exact tasks will depend on the learning support needs of the pupils but may include:</p> <ul style="list-style-type: none"> - Supporting the development of skills in: English; Maths; communication and social skills; and behavioural needs. - Motivating and supporting pupils. - Differentiating work for individual pupils to suit their ability. - Clarifying and explaining instructions. - Ensuring pupils are able to use equipment and materials provided. - Helping pupils to concentrate on and finish work set. - Meeting physical needs as required while promoting independence. - Liaising with class teacher and Special Educational Needs Coordinator about Educational and Health Care Plans. - Developing appropriate resources to support pupils.
2.	<p>Supporting pupils' self-esteem, inclusion and behavioural development, e.g.</p> <ul style="list-style-type: none"> - Encouraging an acceptance and inclusion of all pupils. - Developing methods of promoting/reinforcing the pupil's self-esteem and independence. - Providing individual supervision in and out of the classroom for pupils with behavioural problems. - Establishing a supportive relationship with pupils. - Reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site. - Supervising pupils on outings, school activities etc.
3.	<p>Provide physical/personal care to pupils where required, e.g.</p> <ul style="list-style-type: none"> - Helping with dressing/toileting. - Undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist.

Main Duties (continued)	
4.	<p>Supporting the teachers, e.g.</p> <ul style="list-style-type: none"> - Using knowledge and experience of the pupils concerned, to contribute, with the class teacher (and other professionals as appropriate), in the development and evaluation of a suitable programme of support for children who need learning support. - Contribute to the development and review of Education and Health Care Plans and reviews of pupil progress. - In conjunction with the class teacher (and other professionals as appropriate), develop systems of recording pupil progress and contribute to the maintenance of this record. - Providing regular feedback about pupils to class teachers.
5.	<p>Supporting the curriculum</p> <ul style="list-style-type: none"> - Support the delivery of the English and Maths Curriculum along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.
6.	<p>Supporting the school, e.g.</p> <ul style="list-style-type: none"> - Fostering and developing links between a pupil's home and school - Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc. - Helping to ensure the hygiene of the teaching environment in cases of sickness or soiling - Administering minor First Aid under the guidance of a qualified person
Supervision and Management	
<p>The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.</p>	
Creativity and Innovation (i.e. Problem Solving)	
<p>The job holder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem e.g. if a pupil cannot cope with a task the rest of the class are doing, the jobholder may implement a similar task which will give a degree of success for the pupil</p>	
Key Contacts And Relationships	
<p>The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care</p>	
Decision Making	
<p>The jobholder is expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.</p>	

Resources
The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.
Working Environment
The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may occasionally be the need to deal with body fluids when giving personal care to pupils.
Knowledge and Skills
The role demands that the jobholder has the ability to undertake a range of tasks involving the application of rules, procedures and techniques. The jobholder needs a good standard of practical knowledge of learning support needs and ways of meeting these, and good skills in dealing with pupils.