



Job Description

Job Title: Teaching Assistant

Status: Level 3

Job Purpose:

To work collaboratively with the members of the team to facilitate the physical, emotional and educational development of children.

Teaching Assistants at Blakesley Hall Primary School, in each case having regard to school policies will:

SAFE: take all reasonable steps to ensure the physical safety of all pupils.

SECURE: contribute towards making the school environment emotionally supportive.

SUCCESSFUL: contribute to enabling all members of the school community to achieve their individual academic potential.

Responsibilities and tasks

Under the leadership and supervision of the class teachers:

Support the Pupil by:

- Undertaking activities with either individuals or groups of children to promote their physical, emotional and educational development.
- Carrying out pre-determined educational activities and programmes of work whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Encouraging the inclusion of the child with educational, physical or emotional special needs.
- Enabling children to have equal access to opportunities to learn and develop.
- Promoting and reinforcing the child's self esteem.

Support the Teachers by:



- Monitoring individual children's needs and reporting to class teachers as appropriate.
- Contributing to the assessment procedures as required by the school, the local education authority and the DCSF
- Contributing to the keeping of records of the children's development as required by the school.
- Contributing to meetings to discuss children's progress
- Assisting in the planning of programmes of work and activities for individuals and groups of children.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Contributing to the development and maintenance of the learning environment
- Preparing and organising resources for lessons and activities
- Assisting at an appropriate level with the provision of general care and welfare of children including:

Support the School by:

- Being aware of school policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Any other duties which may reasonably be regarded as within the nature of the responsibilities and tasks as defined.
- Maintaining personal and professional development to meet the changing demands of the job, participating in appropriate training activities and encouraging and supporting colleagues in their development and training.