

St Nicholas Cof E Primary School
Teaching assistant job description

Post: Teaching assistant

Responsible to: Head teacher

Hours: agreed at interview

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Learning and Teaching

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers.
2. Assist in the implementation of individual programmes for pupils and help monitor their progress.
3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
4. Work with other professional agencies as required.
5. Assist class teachers with maintaining student records.
6. Support pupils with emotional or behavioural problems and help develop their social skills.

Administrative duties

1. Support class teachers in the preparation of tasks in order to support teaching, specifically in providing appropriate resources specific to individual SEN pupils' needs.
2. Undertake other duties from time to time as the head teacher requires or as agreed at interview with the panel.

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance and general everyday conduct.
3. Attend team and staff meetings as requested.
4. Undertake professional duties that may be reasonably assigned by the head teacher. For example, cover of learning under the planning and direction of the class teacher.
5. Be proactive in matters relating to health and safety.
6. To support the community of the school through assemblies, special activity days, fundraising.

Other specific duties and responsibilities:

- To support the learning of pupils
- To deliver and support intervention programmes outlined in the Statement of Special Educational Needs
- To provide a positive, nurturing, supportive learning environment for the individual pupil.
- To attend any appropriate training specific to the pupils needs.
- To liaise effectively in diary form and verbally when required with parents
- To support the delivery of intervention programmes

- To hear the pupil read daily and develop understanding and deduction skills.
- To support/deliver agreed pupil learning focus points/targets.
- To support the use of ICT to aid learning where appropriate.
- To follow Safeguarding and Child Protection procedures as set by St Nicholas C of E PS and Somerset County Council.