



# Heath Primary School

## Job Description: Teaching Assistant

<b>Post title</b>	Teaching Assistant
<b>School:</b>	Heath Primary School
<b>Pay range:</b>	Grade 2, Point 1 - 4
<b>Line manager/s:</b>	Senior Teaching Assistant, Teacher & SENDCO

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### Main purpose of the job:

- To provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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### Duties and responsibilities

- All duties will be carried out within recognised procedures or guidelines. The post holder will need to have knowledge of a range of organisation policies and procedures.
- There will be some need to interpret information or situations and to solve straightforward problems. More complex problems will be referred to line manager.
- No direct responsibility for supervising others, but may involve demonstrating tasks or giving advice and guidance to new employees or others.
- May include ad hoc duties which require some initiative.
- Will make day-to-day decisions about own workload, within a clear framework.
- Class teacher is available for direction and guidance.

This job description sets out the major duties and other tasks associated with the stated purpose of the post and the specific duties allocated to the post holder. The duties listed are examples of duties at this level and other duties of a similar nature may be undertaken by the post holder and are not excluded because they are not itemised.

### Support for pupils

- Undertake a range of routine tasks to support learning e.g. listening to reading, discussing stories etc.
- Assist an individual pupil, or a small group of pupils, some of whom may have Special Educational Needs.

### Support for the teacher

- Undertake routine tasks to support the teacher during lessons, e.g. preparing classroom materials, displaying pupils' work, supervising small groups of pupils whilst the teacher is carrying out assessments

- Maintain basic records
- Assist teaching staff to ensure that the aims and objectives of the school are achieved

#### **Support for the curriculum**

- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days
- Support implementation of Government initiatives under the direction of the teacher.

#### **General**

- Actively contribute to and promote the overall ethos / work aims of the school.
- Participate in training and other learning activities and performance development as required.
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.
- Undertake any other reasonable tasks and responsibilities as requested by the Headteacher and governors which fall within the scope of the post.