



Teaching Assistant Job Description

Reporting Line: The Teaching Assistant will report to the Head of the Hub (SENCO).

DUTIES AND RESPONSIBILITIES

To work with groups of children, pairs or individuals to support learning across the curriculum either under the direction of the class teacher, SENCO or through intervention programmes while also supporting whole class during lessons where necessary/appropriate.

- Listening to children read individually
- Supervising and setting activities in after-school clubs
- Writing constructive, positive comments in the Home-School Communication Diary where appropriate
- Keeping notes on aims of and progress made in interventions
- Assist with children who are taken ill or have an accident
- If trained, you will also prepare, run and record ELSA sessions
- Preparation of resources for interventions or to enable individual children to access the curriculum
- Familiarise self with medical, SEND and needs of individual children
- To monitor the progress of children on intervention programmes
- Feed back to the Head of Hub (SENCO) on the effectiveness of interventions
- Ensure teachers have relevant information on the needs and progress of individual children with whom you have been working
- Liaise with parents when necessary
- Attend ELSA supervision (if trained and running sessions)
- Take outdoor/playtime duties each week
- Supervise changing rooms when younger children are getting changed for PE/games where necessary
- Attend relevant training, professional development activities and meetings in order to meet the requirements of the role as agreed with the Head of Hub

General expectations

- To work with colleagues, parents, visitors and children in a professional manner which is conducive to and promotes the stated aims, vision and values of the School
- To provide outstanding pastoral care for the children in the classroom and throughout the School. Appreciate the need for flexibility if other members of staff are absent
- To participate fully as a member of the staff team in helping to provide a happy, stimulating, safe, educational environment
- Be a member of a house and contribute to house events
- To respect and maintain confidentiality
- Ensure own child protection training is up-to-date
- Attend First Aid training as arranged by the School
- Support work-experience/gap students
- Be responsible for a group of children on out of school trips including awareness of mini-bus safety

All staff are expected to:

- Follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as individuals with courtesy and respect
- Take part in relevant training programmes identified by the School
- To work in a co-operative, diplomatic and flexible manner
- To carry out any other reasonable duties as requested by the Head of Hub or Headmaster

Note: This job description will be reviewed annually.