



Job Description

Post Title: Teaching Assistant/Learning Support Assistant
Responsible to: Head of School

Main purpose of the job:

- To support teaching and learning activities across the school
- To support pupil groups ensuring high expectations and progress with the curriculum including pupils with an EHCP
- To be responsible for the personal care/supervision of children
- To liaise with Parents/Carers

Major Duties and Responsibilities:

1. To support, assist & supervise the children under the direction of the class teacher
2. To administer intervention programmes and maintain records of impact
3. To participate in the planning process as directed by the or the class teacher
4. To provide assistance in the development of learning resources within the school
5. To undertake first aid duties and attend to unwell children as necessary
6. To administer any medications as specified in EHCPs
7. To provide support for all professionals delivering teaching
8. To provide clerical assistance as necessary e.g. maintaining records

Job Activities:

1. To assist in the planning, recording and implementation of the curriculum including pupils with an EHCP
2. To work with the class teacher in lesson planning, and reshaping work as appropriate
3. To deliver directed task activities and provide written and oral feedback to children
4. To monitor and evaluate the child's learning and provide feedback to the teacher including pupils with an EHCP
5. To facilitate positive interactions between the child and peers
6. To prepare resources
7. To assist with supervision during educational visits
8. To attend to the personal needs of pupils including pupils with an EHCP
9. To provide support for children with special educational needs including assistance generally
10. To liaise sensitively with parents under the direction of the class teacher
11. To be an integral part of the school and work in partnership with all staff on a curriculum team, developing subject expertise
12. To implement the school behaviour policy
13. To undertake break time and lunch time activities as timetabled

Signed by:

Post holder:

Line manager:

Date: