**Lanchester E.P. (Controlled) Primary School**

**Post: Teaching Assistant**

(with a specialism in supporting children with Social and Communication difficulties)

**Job Description**

The teaching assistant is employed by the governing body of the school.

She or he is subject to the immediate supervision and direction of the headteacher of the school.

# Key Tasks of the Post

**General Duties:**

* To be aware of the aims of the school and to bear these out in all aspects of school life
* To be a good role model to the children
* To be a team player, working in partnership with all staff
* To be positive, professional and respect confidentiality at all times
* To be aware of the Child Protection Policy and act upon it
* To be involved in planning – where possible – but to ensure awareness of the learning objectives for each lesson and to be clear about own role in the lesson
* To prepare and carry out activities agreed with the class teacher
* To work with small groups of children under the direction of their class teacher
* To observe and interact with the children in order to take advantage of learning and assessment opportunities and to share this information with the class teacher
* To leave all working areas clean and tidy after use
* To plan and deliver specific intervention packages as required
* To feed back progress of children to teachers and any areas of concern
* To be involved in the writing of I.E.P.s
* To follow the rewards system and behaviour policy as used in school
* To assist teachers in the preparation of resources
* To assist teachers in putting up displays throughout the school
* To be a sympathetic ear to all parents and to pass on information to the headteacher or class teacher as appropriate
* To carry out yard duties as directed
* To accompany school trips as required
* To have some involvement in curriculum planning, to attend staff development days and staff meetings, where appropriate
* To review and appraise performance as part of an annual cycle
* To undergo appropriate training
* Such other duties as may be required from time to time as commensurate with the grading of the post
* To contribute to relevant staff and team meetings
* To make effective staff and team contributions
* To support other staff and team members
* To recognise and use your own strengths and those of others
* To promote a positive image of the school to children/parents/carers/visitors
* To promote effective relationships with parents/carers in line with the school policy
* To share knowledge and expertise with others and train other support staff as necessary
* To undertake any other duty that may be directed reasonably by the Head Teacher

**Key Area**: **Curriculum Delivery**

This will include:

* Working in partnership with teachers and other professionals to provide effective support for learning activities.
* Contribute to the planning and evaluating of learning activities
* Observe and report on pupil performance
* Contribute to maintaining pupil records
* Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
* Take a full and active role in preparing and maintaining the learning environment
* Co-ordinate written reports and to contribute to school reports for other agencies
* To work with individual children, with small groups of children and whole classes under the overall supervision of the class teacher.

**Key Area**: **Pastoral Care**

This will include:

* Knowing individual children
* Talking and listening to children
* Communicating with parents/carers and external agencies
* Communicating with other staff and team members
* Giving appropriate help throughout the school day, including the children’s break and lunch-times.
* Providing advice and support to colleagues in all aspects of their work
* Working within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

**Key Area**: **Health**

This will include:

* Contributing to both the physical and emotional health and well being of the children
* Liaising with teachers and other school staff
* Liaising with the Health Service professionals and others supporting children’s health and/or medical needs

**Key Area**: **Continuing Professional Development**

This will include:

* Reviewing and developing your own professional practice
* Identifying training needs
* Undergoing appropriate training
* Taking on additional, job extending tasks

This job description is subject to regular review which can be initiated by either party and which will in any case take place at least on a biennial basis. The Post holder may undertake any other duties that are commensurate with the post.

The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

**Teaching Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**