**Burnside Primary School Teaching Assistant Job Description**

Key duties:

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Teaching Assistants in this role are expected to provide support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
8. Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Additional duties in this role may include:

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
2. Provide short term cover supervision of classes
3. Supervise the work of other support staff/trainees
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources
5. Invigilate exams and tests
6. Escort and supervise pupils on educational and out of school activities
7. Guide and support pupils in their personal, emotional and social development
8. Prepare and present displays
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
11. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
12. Work with pupils not working to the normal timetable.
13. Monitor and manage stock and supplies for the classroom.