



Job Description Teaching Assistant

Job Title:	Teaching Assistant
Grade:	C
Contract Type:	Temporary (Maternity Cover)
Line Manager:	Class Teacher

Main Purpose of the Post

To work under the instruction and guidance of teaching staff in EYFS, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Main Duties

- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential.
- To work as a member of the EYFS team to ensure high standards of educational provision for all pupils.
- To foster enjoyment, enthusiasm and independence in learning.
- Under the direction of the teacher, to assist in maximising the use of ICT in the learning process.
- Under the direction of the teacher, to provide learning support for pupils to help them learn effectively as individuals, in groups or whole class situations.
- Under the direction of the teacher, to provide feedback to pupils in relation to progress and attainment.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds.
- To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self esteem

- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model.
- To promote inclusion and contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
- To assist in the provision of a welcoming, stimulating environment and the smooth running of the school.
- To make a positive contribution to the wider life and ethos of the school.
- To undertake out of school learning activities as required e.g. school visits.
- To develop effective professional relationships with all members of the school community including colleagues, parents, governors, the trust, external bodies and the wider community.
- To demonstrate consistently high standards of personal and professional conduct, acting within the statutory frameworks which set out professional duties and responsibilities.
- To undertake general administration within the classroom environment in conjunction with the teacher.
- To undertake playground duty in accordance with the rota and Health & Safety needs of the school.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.