

# **Job Description: Teaching Assistant**

## **Level 2**

**Grade D Points 10-12**  
**30 hours per week Term time only**  
**8:45am-3:15pm Monday to Friday**

Headlands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **1. General**

- A] To work under the instruction and guidance of teachers in the supervision, care, education and social development of pupils attending the school.
- B] To ensure the efficient delivery of lunchtime arrangements as outlined in the Job Description Policy and to participate in duty cover for playtimes.
- C] To comply with the required hours of work for Teaching Assistants during each school day.
- D] To carry out other related duties and responsibilities as reasonably requested by the Headteacher and Class Teacher both inside and outside the classroom.
- E] To help maintain the inclusive ethos and values of the school and to help to ensure all children are included in lessons, activities and events at the school.
- F] To carry out an extra allocated responsibility for the school under the direction of the Headteacher or Deputy Headteacher.

### **2. Supporting Children**

- A] Supervise, support, assess and help to maintain accurate records for all pupils.
- B] To ensure pupil's safety while accessing learning activities.
- C] To support teachers with the development and implementation of Individual Education or Behaviour Plans and Personal Care Programmes.
- D] Establish positive, supportive and constructive relationships with children and interact appropriately with them as required.
- E] When required, to assist teachers in the delivery of any programmes implemented by the school, to ensure the progress of all children.
- F] Under the guidance of teachers help children to achieve their full potential.
- G] Encourage children to develop positive, supportive and constructive relationships with each other.
- H] Promote the inclusion and acceptance of all children.

### **3. Support for teachers**

- A] Under the direction of teachers help create and maintain a purposeful,

orderly and supportive environment, in accordance with lesson plans and with the display of children's work.

- B] To assist teachers with the organisation of learning activities.
- C] Monitor pupils' responses to learning activities and accurately record achievement / progress as directed by the class teacher.
- D] Provide regular feedback to teachers on children's achievement, progress and barriers to learning.
- E] Promote good behaviour with children, in line with the School's Behaviour Policy.
- F] Where appropriate and directed by a teacher, establish and maintain professional and positive relationships with parents.
- G] To help with the administration and invigilation of tests when required.
- H] Provide clerical and administrative support where required.
- I] Under the direction of teachers to mark children's work as appropriate.

#### **4. Support for the curriculum**

- A] Support and supervise children taking part in agreed learning activities, adapting according to the children's needs.
- B] Support the use of ICT in learning activities and develop Children's competence and independence in its use.
- C] Under teachers' direction, prepare, maintain and use equipment / resources required to meet the lesson plans and relevant learning activities.
- D] As required, help the teaching staff to develop resources and equipment to enhance the curriculum.

#### **5. School Environment / Community**

- A] Be aware and comply with school policies and procedures including child protection, health and safety, security, confidentiality and data protection.
- B] Appreciate and support the role of other professionals.
- C] Attend and participate in relevant meetings and training.
- D] Accompany teaching staff and children on visits and trips during school hours, taking responsibility for a group under the supervision of a teacher.
- E] Contribute to the overall ethos and aims of the school and help to maintain the school's Core Values.
- F] To be a positive role model and encourage children to care for their environment both within the school and in the community.