

Role Description

Post: Teaching Assistant

Purpose: To assist the Class teachers in the education and development of the children with regard to statutory requirements, LEA and School Policy.

Responsible to: Class Teacher/ Principal

Principal Responsibilities:

1. To assist Class teachers with organisation and supervision of children during lesson and playtimes.
2. To support children to access the curriculum effectively through 1 – 2 support
3. To provide classroom cover, leading lessons in the absence of the teacher.
4. To lead lessons in the absence of the teacher.
5. To work with individual children on specific tasks, e.g. reading.
6. To prepare equipment and materials for us in lessons. Clean and put away after use.
7. To assist with displays including mounting of work.
8. Keep classroom, play and library areas tidy and well organised.
9. To assist in the monitoring and organisation of stock and equipment.
10. To organise break time snack for children where appropriate.
11. To organise morning break time refreshments and clearing away on a rota system.
12. To assist in the furthering team development of the school.
13. A willingness to undertake first aid training.
14. Any other duties required for the efficient running of the classroom the school.

To report any safeguarding issues to the Senior Designated Person