**St Paul’s C of E (VC) Junior School**

Job Description - Teaching Assistant

**Post:** Teaching assistant  
**Responsible to:** Headteacher and SENCO

**Duties**This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

**Teaching and learning**

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers
2. To work with individual children as directed by the class teacher or other senior members of staff.
3. Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress
4. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary
6. Assist class teachers with maintaining student records
7. Support pupils with emotional or behavioural problems and help develop their social skills

**Administrative duties**

1. Prepare and present displays of pupil’s work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the head teacher requires

**Standards and quality assurance**

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and meetings
4. Undertake professional duties that may be reasonably assigned by the head teacher
5. Be proactive in matters relating to health and safety

**Other duties and responsibilities**

1. Carry out break time duty as required by school timetable.
2. To participate in relevant training, other learning activities and performance management.

**Safeguarding**

The Department of Education and Children is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school’s Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teaching Assistant)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_