



JOB TITLE	Teaching Assistant
HOURS OF WORK	Minimum 17 ¾ with potential for more hours for the right candidate
CONTRACT TYPE	Permanent
SALARY	Grade 4, SCP 5-6

JOB DESCRIPTION

NO	MAIN RESPONSIBILITIES
1.	Attend to the personal, social, emotional and physical needs of pupils.
2.	Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
3.	Provide input into the planning and evaluation of learning activities for individuals to enable the teaching staff to make informed decisions when developing their plans.
4.	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school policies.
5.	Monitor individual pupil's progress, achievements and development and report these to the teaching staff / SENDCo to inform decisions taken regarding the EHCP and personal care programmes for pupils.
6.	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning pupils.
7.	Record pupil information, as specified by the teaching staff/SENDCo to ensure the schools information systems are maintained
8.	Prepare and maintain learning equipment and ensure the classroom is kept clean and tidy
9.	Attend staff meetings and participate in staff training development work and staff reviews as required.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job.