



JOB DESCRIPTION	
<b>Post Title</b>	Teaching Assistant
<b>Responsible to</b>	Headteacher
<b>Pay grade</b>	Salary PCD5 - (£ 25,183.00 Per Annum) - Pro rata – Term time only
<b>Job purpose</b>	To be directed by the class teacher in supporting and delivering teaching and learning activities

MAIN DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• To support teaching and learning maximising achievement and development.</li> <li>• To work under the direction of the class teacher and SENDCo to implement planning and assessment, working with children.</li> <li>• To support children to overcome barriers to learning, support the application of individual targets, developing communication skills and supporting behaviour.</li> <li>• Assess, record, monitor and report on pupil development, progress and attainment against pre-determined learning outcomes.</li> <li>• To support children during unstructured times to develop social interaction skills.</li> <li>• Have knowledge of and comply with all school policies and procedures including code of conduct, child protection, health and safety including risk assessments, security, confidentiality and data protection reporting any issues to a nominated person.</li> <li>• Share information about pupils with other staff, parents/carers, internal and external agencies attending and contributing to meetings if required.</li> </ul>	

#### **Health & Safety:**

The Health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

#### **Confidentiality:**

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by the headteacher.

The post holder will be expected to comply with all reasonable requests from the headteacher to undertake work of a similar level that is not specified in their job description. This will include showing flexibility in teaching different year groups if required.

This post requires an enhanced DBS check