



## **JOB DESCRIPTION**

**Job Role:**                    **Teaching Assistant**

### **LEVEL 1 DESCRIPTION**

The teacher plans lessons and directs learning. Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the teacher, whether in the whole class, a small group or an individual pupil.

All duties involve the interpretation of recognised procedures or guidelines.

The work will involve responding independently to unexpected problems and situations. The post holder has access to a line manager for advice and guidance on unusual or difficult problems.

### **INTRODUCTION**

The level description gives a general overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

Whilst line management arrangements will vary from school to school, it is likely that the post holder will report to one of the following: Head Teacher, Deputy, Head of School, Phase Leader or SENCO.

The next section will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

### **EXAMPLES OF DUTIES AT THIS LEVEL**

#### **Support for pupils**

- Develop and plan activities and groupwork for pupils in conjunction with teachers across all subjects
- Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs
- Devise creative ways of making learning interesting
- As appropriate, look after sick/upset pupils and attend to physical needs
- Undertake first aid

### **Support for the teacher**

- Provide support for the teacher during lessons, e.g. through directed work in English or mathematics and other curriculum areas, supervising small groups of pupils whilst the teacher is carrying out assessments
- Provide information, advice and guidance to other Teaching Assistants, supply teachers parent helpers or students. Disseminate information to other Teaching Assistants.
- Maintain and collate records of pupil needs and progress
- Communicate complex information to teachers and, on occasions, parents
- Manage own workload
- Assist teaching staff to ensure that the aims and objectives of the school are achieved

### **Support for the curriculum**

- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum e.g. organise and schedule pupils' annual review meetings
- Support the teacher in creating an effective learning environment
- Support implementation of Government / Trust initiatives under the direction of the teacher

### **Support for the school**

- Attend and contribute to SEN and other review meetings if required by the Head of School or line manager when and where appropriate
- Develop and deliver induction and CPD to new Teaching Assistants as appropriate

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.