

# **JOB DESCRIPTION**

**Post Title:** Teaching Assistant

**Grade:** Teaching Assistant Grade 1 (NJC points 1-4)

**Reporting To:** Special Educational Needs Co-ordinator (SENCo)

## **Main Purposes of the Job:**

- To support the classroom teacher with their responsibility for the development and education of all pupils by providing supervision and appropriate support, to include young people who have special educational needs and or disabilities.

## **Main Responsibilities and Tasks:**

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their personal development.
- Undertake those activities necessary to meet the needs of individuals and groups of young people, with professionalism and understanding.
- To monitor and track progress of individual pupil's difficulties, progress, achievements and and report these to the designated supervisor as appropriate.
- Actively engage in the pre-determined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of pupils.

## **Other Duties:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy.

DD June 2019