

Weston Park Primary School



JOB DESCRIPTION - TEACHING ASSISTANT

Job title: Teaching Assistant

Responsible to: Phase Leader / Inclusion Leader

Pay scale: Grade 6

Purpose of the job:

1. To impact upon the progress and standards of attainment of all pupils across the school.
2. To act as a professional at all times.
3. To ensure the safety, welfare and good conduct of pupils at all times.
4. To work as part of a team, be flexible and adaptable.
5. To take on specific duties across the school in order to support the progress of the children.
6. To maintain good personal relationships and develop a co-operative team spirit.

Main duties:

- To work with a range of pupils including SEN pupils.
- To establish a supportive relationship with the pupils concerned and to actively promote their self-esteem.
- To encourage the integration of SEN pupils by all stakeholders in the school.
- To assist teachers in delivering the curriculum including help with planning group and individual work programs and reviewing work activities.
- To join in with the activities of the pupils in classes and contribute to accurate assessment and record keeping.
- To assist teachers in helping children to learn as effectively as directed.
- To attend to pupil's emotional and physical needs as required e.g. speech therapy or physiotherapy sessions and caring for the children in the school environment.
- To attend and contribute to regular planning meetings and training and development in-service sessions.
- To support the development and maintenance of positive links with parents and governors.
- To maintain confidentiality.
- To support the principles and practices outlined in school policies.
- To establish effective working relationships with colleagues in order to encourage a team approach to all aspects of school life and ensure pupil progress and high standards and expectations.
- To support the school in maintaining a cheerful, well organised and stimulating learning environment.
- To carry out any other duties relating to the role as required by the Headteacher, Phase Leader or Inclusion Leader.