



# BELMONT GROSVENOR *School*

## **JOB DESCRIPTION**

POST: Teaching Assistant

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Reporting to the Head teacher and Deputy Head**

### **In consultation with the Headteacher and/or Deputy Head**

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers
2. Provide support for individual and groups of children inside and outside the classroom
3. Assist class teachers with maintaining children's records
4. Assist in the implementation of Individual Education Programmes for children and help monitor their progress
5. To be competent in the use of ICT and to use ICT as a tool for teaching and learning
6. To be punctual, smartly and appropriately dressed, and to behave in such a manner as is appropriate in line with the requirements laid out in our staff handbook, including the following of Health and Safety procedures.
7. To acknowledge that you are part of a whole school community and to recognise your wider role and responsibility within it.
8. To contribute to the school aims and ethos.
9. To work together with colleagues to build a happy and positive working environment.
10. To respect the need for confidentiality when discussing school matters.
11. To support and nurture the children in your care by ensuring a secure, stimulating learning environment for them.
12. To work with the teaching staff to ensure the all-round development of each child in the group, planning appropriately for individual daily progress.
13. To keep abreast of change and development in educational progress and thinking and to attend courses to update your knowledge as required.
14. To support the teaching staff in the care and order of the learning environment and in ensuring that it is attractive, safe and welcoming for the children.
15. To build positive relationships with parents, ensuring that the relevant staff are informed of any concerns.
16. To attend staff meetings / briefings and other meetings with colleagues and / or Governors as required.
17. To work with the teacher in the planning of school activities, including plays/productions, trips and visits.
18. To carry out additional duties, such as playtime/lunchtime supervision, as required.
19. To attend Parents' Evening if required and to assist the teacher in the compilation of records and reports as requested.
20. To help minimise disruption through ill health, to assist cover for staff absence as required.
21. To ensure the Health and Safety of all children within the schools care and to abide by the school's Health and Safety regulations
22. To be aware and act upon all policies regarding "Safeguarding Children" and "Every Child Matters."
23. To undertake other duties, as assigned by the Headteacher, necessary for the efficient running of the school.

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes within the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.