

# JOB PROFILE

## TEACHING ASSISTANT



### 1. **General Details**

Title of Post: Teaching Assistant  
Salary Grade: WSCC Grade 3  
(£14,880 - £15,598) pro rata  
Responsible to: Headteacher, Assistant Headteacher (Inclusion & Support),  
Special Needs Co-ordinator (SENCo) and Class Teacher

### 2. **General Duties**

This job profile is to be performed in accordance with the WSCC contract, current terms and conditions of employment and relevant school policies.

The general duties attaching to this post are:

- to assist in the support, teaching, behaviour and inclusion of all children within the school. This will include supporting children with Special Educational Needs and may be in any year group within the primary school
- to work in close liaison and partnership with classteachers, TLR Postholders, the SENCO, Assistant Headteacher and the Headteacher over all matters relating to the support of children

In addition certain particular responsibilities are reasonably required of you and these are detailed below.

#### **Supporting the pupil**

Drawing on knowledge from a range of sources, including special needs, to develop an understanding of the needs of the children you work with, taking into account the special needs involved:

- to aid the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example:
- clarifying and explaining instructions
- ensuring child is able to use equipment and materials provided
- motivating and encouraging child to try their best as required
- using rewards and sanctions in line with school policy and under the supervision of the classteacher responsible
- assisting in weak areas, e.g. language, behaviour, reading, spelling, handwriting/presentation, etc
- helping pupils to concentrate on and finish work set
- meeting physical needs as required whilst encouraging independence
- liaison with class teacher/special needs teaching team members devising complementary learning activities
- keeping plans and records in accordance with whole school policies
- supporting children as part of a group or as an individual either in the classroom or on occasions in a room on your own
- to establish a supportive relationship with the child/ren concerned
- to encourage inclusion, acceptance and integration of the child with special needs
- to develop methods of promoting/reinforcing children's self-esteem.
- to take part in educational visits and break duties if required as part of your daily work

### **Supporting the Teacher**

- to assist teachers (and other professionals as appropriate), in the development of a suitable programme of support for child/ren, including those with special educational needs
- in conjunction with the SENCo/Assistant Headteacher and the class teacher and/or other professionals to develop a system of recording the child/ren's progress
- to contribute to the maintenance of child/ren's record
- to participate in the evaluation of the support programme
- to provide regular feedback about the child to the SENCo/Assistant Headteacher and the class teacher
- you may reasonably be asked to carry out a range of other administrative and clerical tasks for teachers eg. Filing, mounting work, displays, small amounts of photocopying, general classroom organisation etc

### **Supporting the School**

Where appropriate:

- to develop a relationship to foster links between home and school.
- to liaise, advise and consult with other members of the team supporting the children when asked to do so
- to contribute to reviews (both statutory and non-statutory) of the pupil's progress
- to attend relevant in-service training and keep abreast of developments
- to be aware of general school procedures in terms of Health and Safety, Learning and Teaching, Behaviour, Assessment and general school routines

### **3. Other Duties**

You may occasionally be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to non teaching posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.

### **4. Explanatory Notes**

- (a) This job description and allocation of particular responsibilities may be amended at any time after discussions with you.
- (b) This job description does not form part of the contract of employment. It describes the way you are expected and required to perform and complete the particular duties as set out above,