

Westbury-on-Severn CE Primary School
JOB DESCRIPTION
(General Teaching Assistant)



**Westbury-on-Severn
CE Primary School**

Post: General Teaching assistant

Responsible to: Headteacher

Grade: D – Pt 11-17 (TA)

Job purpose: Provide support for teaching and learning for five days per week; Monday to Friday.

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers.
2. Assist in the implementation of specific individual educational plans for pupils and help monitor their progress.
3. Provide support for individual and groups of pupils inside and outside the classroom to enable them to fully participate in activities with particular reference to supporting the Literacy and Numeracy development of pupils.
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
5. Assist class teachers with maintaining pupil records.
6. Support pupils with emotional or behavioural problems and help develop their social skills.

Administrative duties

1. Prepare and present displays of pupils' work.
2. Support class teachers in photocopying and other tasks in order to support teaching.
3. Undertake other duties from time to time as the head teacher requires.

Standards and quality assurance

1. Support the aims and ethos of our Church of England School.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings as directed.
4. Undertake professional duties that may be reasonably assigned by the head teacher such as training.
5. Be proactive in matters relating to health and safety and Child Protection.

Westbury-on-Severn C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references and DBS clearance.

Signed: _____

Date: _____

Signed: _____

Date: _____