

Lings Primary School
Job Description
Teaching Assistant

Responsible to: Class Teacher and Head/Deputy Head teacher

Purpose of job: To support the teaching staff in raising pupil attainment, working under the direction of the class teachers to allow all children to be included in all aspects of the school day.

Salary Grade	Grade D (point 10-12) £15238 - £15,823 (Note: Salaries quoted are full time equivalent)
Hours	32.50 hours x 38 weeks
Reports to	Class Teacher and/or Deputy Head

Main responsibilities:

- Devise and implement activities to secure effective levels of pupil attainment and development
- Provide targeted support to children with additional learning needs in conjunction with teachers, parents/carers and other relevant stakeholders
- Support teachers in managing and monitoring pupil behaviour
- Supervise children as directed
- Assist in the assessment and recording of pupil achievements and progress
- Contribute to planning meetings with colleagues
- Maintain appropriate levels of professional development in accordance with the requirements of the role
- Safeguard the health and well-being of children including administration of first aid
- Support colleagues with routine administrative tasks
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the school
- Demonstrate commitment to equal opportunities in meeting children's needs

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post hold