



# JOB DESCRIPTION

<b>Current Job Holder:</b>	
<b>Grade:</b>	Grade 15, points 4-6
<b>School:</b>	Huish Episcopi Primary School
<b>Job Title:</b>	Teaching Assistant
<b>Reports To:</b>	Headteacher
<b>Main Purpose of Job:</b>	
Under the direction and guidance of a Teacher, meet all academic and pastoral requirements for a class, group of children, or child, in order that they progress to the next stage of their education at or above age related expectations. Fulfil wider professional duties as part of a teaching team.	
<b>Main Responsibilities and Duties:</b>	
<b>Under direction and guidance from the Teacher:</b>	
<b>Class</b>	
<ul style="list-style-type: none"> <li>• Undertake age appropriate subject knowledge work as necessary to teach children ably and with depth</li> <li>• Follow planning/direction to teach groups of children whilst monitoring progress and welfare.</li> <li>• Record and report assessment findings to the Teacher</li> <li>• Deliver interventions in conjunction with the Teacher and SENCo. Record and report progress</li> <li>• Support the pastoral needs of pupils</li> <li>• On a daily basis change books, listen to readers, monitor and record home reading patterns</li> <li>• Undertake break duties as required</li> <li>• Liaise with parents during and at the beginning and end of day for communication purposes</li> <li>• Liaise with other teaching and non-teaching staff, parents and other support services, as necessary</li> </ul>	
<b>School</b>	
<ul style="list-style-type: none"> <li>• To maintain acceptable standards of conduct of the children in the school and establish a rapport with pupils in order to develop their social and academic potential</li> </ul>	
<b>Other tasks</b>	
<ul style="list-style-type: none"> <li>• Align conduct with the Teacher and School ethos for behaviour, pastoral and academic expectations</li> <li>• To keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post</li> <li>• Elements of this job description may be re-negotiated at the request of either party and with the agreement of both</li> <li>• This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.</li> </ul>	

<b>I agree</b> that the Job Description is a fair and accurate statement of the requirements of the job:			
<b>Job holder</b>		<b>Date</b>	
<b>Line Manager</b>		<b>Date</b>	
<b>Designated Senior Manager</b>		<b>Date</b>	