



JOB DESCRIPTION

Current Job Holder:	
Grade:	Grade 15, points 4-6
School:	Huish Episcopi Primary School
Job Title:	Teaching Assistant
Reports To:	Headteacher
Main Purpose of Job:	
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.	
Main Responsibilities and Duties:	
Under direction and guidance from the Teacher:	
Class	
<ul style="list-style-type: none"> • Undertake age appropriate subject knowledge work as necessary to teach children ably and with depth • Follow planning/direction to teach groups of children whilst monitoring progress and welfare. • Record and report assessment findings to the Teacher • Deliver interventions in conjunction with the Teacher and SENCo. Record and report progress • Support the pastoral needs of pupils • On a daily basis: change books, listen to readers, monitor and record home reading patterns • Undertake break duties as required • Liaise with parents during and at the beginning and end of day for communication purposes • Liaise with other teaching and non-teaching staff, parents and other support services, as necessary 	
School	
<ul style="list-style-type: none"> • 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 	
Other tasks	
<ul style="list-style-type: none"> • Align conduct with the Teacher and School ethos for behaviour, pastoral and academic expectations • To keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post • Elements of this job description may be re-negotiated at the request of either party and with the agreement of both • 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. 	

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