

## **BRITANNIA PRIMARY SCHOOL AND NURSERY**

### **JOB DESCRIPTION**

**Name:**

**Post:** Teaching Assistant

**Salary:** Level A - Grade 2 (above bar) Spinal Point 10 to 13

**Responsible to:** SENCO / Headteacher

### **LEVEL DESCRIPTION**

The teacher plans lessons and directs learning. The Teaching Assistant provides support to the teacher and through this to pupils and to the teaching of the curriculum. The Teaching Assistant works under the direction of the teacher, whether in the whole class or on their own with a small group of pupils or an individual.

All duties will be carried out within recognised procedures or guidelines.

There will be the need to interpret information or situations and to solve varied problems.

More complex problems will be referred to line manager.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to others.

### **INTRODUCTION**

The level description above gives an overview of the level of competence required to carry out work at this level.

The post holder will report to the class teacher in charge and the phase leader

This job description outlines examples of the types of work that may be carried out at this level. This list is not exhaustive and variation can be made by the post holder's line manager and / or SENCO or Headteacher

*Britannia Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## **EXAMPLES OF DUTIES AT THIS LEVEL**

### **Support for pupils**

- Undertake a range of routine tasks to support learning e.g. listening to reading, discussing stories etc
- Assisting an individual child, or a small group of children, with Special Educational Needs
- As appropriate, look after sick/upset children and attend to physical needs

### **Support the teacher**

- Undertake routine tasks to support the teacher during lessons eg. preparing classroom materials, displaying pupils' work, supervising small groups of children whilst the teacher is carrying out assessments
- Assist teaching staff to ensure that the aims and objectives of the school are achieved
- Help to maintain good liaison with parents
- Contribute to the maintaining of pupil records

### **Support for the curriculum**

- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum eg sports days

### **Responsibilities**

- To uphold the school policies
- To pursue relevant training to further professional development

The duties and responsibility of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the exiting level of responsibility vested in the post.

**Signed** \_\_\_\_\_ **Headteacher** **Date** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Postholder** **Date** \_\_\_\_\_