



Employment details

Job title:	Teaching assistant
Reports to (job title):	The Headteacher, Class Teacher, HLTA and School Business Manager
Job purpose: • Support the teacher in the classroom and in preparation for lessons. • Support children in their educational and social development. • Provide extra support for pupils with special educational needs or disabilities. • Provide extra support for pupils with English as an additional language. • MDSA duties which will include supervising lunch times	

Main duties/responsibilities

Support children with mathematics, reading and writing on an individual, class or small group basis.
Help children who need extra support to complete tasks.
Give extra support to children with special educational needs, disabilities or English as an additional language.
Help the teacher to develop learning programmes and activities, and adapt appropriate materials.
Assist the teacher with marking and correcting work, and other administrative tasks.
Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.
Listen to children read, read to them and tell them stories.
Support the teacher in managing class behaviour.
Supervise group activities.
Look after children who are upset or have had accidents.
Take part in training, meetings and reviews.
Create displays from pupils' work.



Develop knowledge of the learning support needs of individual pupils.
For the pupils you are supporting:
• Aid their learning as effectively as possible.
• Clarify and explain instructions.
• Ensure they are able to use any equipment and materials provided.
• Assist them in weaker areas such as language, behaviour and social skills.
• Help them to concentrate on and finish work set for them.
• Meet physical needs as required while encouraging independence.
• Assist with the pastoral care of pupils, ensuring that the school meets all pupils' personal and social needs.
Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher.
Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use.
Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
Help out with school events, trips and activities.

Prepared by

Name:		Signature:		Date:	
Title and/or department:					

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Bibury C of E Primary School, Church Road, Bibury, Cirencester, Gloucestershire GL7 5NR

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