



# Pound Hill Junior School

## TEACHING ASSISTANT JOB DESCRIPTION

<b>Job Title</b>	Full Time Teaching Assistant including lunchtime supervisor role	
<b>Grade</b>	3 or 4	
<b>Post Accountable to</b>	SENDCo	
<b>Purpose of the Job</b>	To support the classroom teacher in the delivery of the curriculum. Plan and deliver intervention groups and programmes. Supervise lunch times	
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To undertake activities with either individuals or groups to ensure their safety and facilitate their educational, physical and emotional development</li> <li>• To assist pupils with language developments, particularly oral language, taking part in individual and group discussion with children and reading</li> <li>• To work with individual children as directed by the class teachers or other senior members of staff, including the inclusion team</li> <li>• To monitor individual needs and report this to the designated teacher as appropriate</li> <li>• To keep such records of student development as required by the school</li> <li>• To support the assessment of pupils</li> <li>• To assist the teacher with class preparation, including setting up teaching materials and teaching aids as directed</li> <li>• To administer First Aid to pupils and assist children with personal cleanliness as appropriate</li> <li>• To accompany children off school premises as directed, in line with offsite policies</li> <li>• To undertake any additional duties which may be allocated by the Headteacher, line manager or teacher after consultation with the post holder</li> </ul>	
<b>Other:</b>	Hours of Work	The hours of work will be 30.5 hours per week 08:30 to 15:00 Monday to Friday. Plus 3 INSET days Holidays to be taken during school holidays only.
	Confidentiality	The postholder is required to respect the confidentiality of all matters relating to the school, pupils and staff.
	Probationary Period	The post is subject to the satisfactory completion of a probationary period.
	<b>This post is subject to an enhanced Disclosure and Barring Service Check, health assessment and satisfactory references</b>	
	Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.	