

Pound Hill Junior School

TEACHING ASSISTANT JOB DESCRIPTION

Job Title	Full Time Teaching Assistant including lunchtime supervisor role
Grade	3 or 4
Post Accountable to	SENDCo
Purpose of the Job	To support the classroom teacher in the delivery of the curriculum. Plan and
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Duties:	To undertake activities with either individuals or groups to ensure their
Duties:	 To undertake activities with either individuals or groups to ensure their safety and facilitate their educational, physical and emotional development To assist pupils with language developments, particularly oral language, taking part in individual and group discussion with children and reading To work with individual children as directed by the class teachers or other senior members of staff, including the inclusion team To monitor individual needs and report this to the designated teacher as appropriate To keep such records of student development as required by the school To support the assessment of pupils To assist the teacher with class preparation, including setting up teaching materials and teaching aids as directed To administer First Aid to pupils and assist children with personal cleanliness as appropriate To accompany children off school premises as directed, in line with offsite policies To undertake any additional duties which may be allocated by the
	Headteacher, line manager or teacher after consultation with the post holder
Other:	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.
	This post is subject to an enhanced Disclosure and Barring Service Check, health assessment and satisfactory references
	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.