

**By Brook Valley CE Primary School**  
**Job Description**  
**Post: Class Teaching Assistant**

**Main Job Purpose**

Under the direction of the teacher/s, to generally support pupils in a mainstream school to access learning.

**Main Duties**

1. **Supporting pupils learning, either in groups or through 1:1 work.** The exact tasks will depend on the learning support needs of the pupil/s but may include:
  - Clarifying and explaining instructions
  - Ensuring pupils are able to use equipment and materials provided
  - Motivating and supporting pupils
  - Assisting in weaker areas, e.g. language, reading, spelling, handwriting, presentation
  - Helping pupils to concentrate on and finish work set
  - Meeting physical needs as required while promoting independence
  - Liaising with class teacher and Special Educational Needs Co-ordinator about Individual Educational Plans
  - Developing appropriate resources to support pupils, as specified by the teacher.
  - Encouraging independence in learning
  - Using questioning with skill to take learning forward
  - Preparing work for display
2. **Supporting pupils self esteem, inclusion and behavioural development, e.g.**
  - Encouraging an acceptance and inclusion of the pupil with special needs
  - Developing methods of promoting/reinforcing the pupil's self esteem and independence
  - Providing individual supervision in and out of the classroom for pupils with behavioural problems
  - Reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
  - Supervising pupils on outings, school activities
3. **Provide physical/personal care to pupils where required, e.g.**
  - Helping with dressing/toileting
  - Undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist
4. **Supporting the teacher/s e.g**
  - As specified by the teacher, adopting and interpreting lessons and instructions to pupils of all abilities.
  - In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record
  - Providing regular feedback about pupils to the teacher/s
  - Clerical duties e.g. photocopying and collating materials
5. **Supporting the Curriculum**
  - Support the delivery of the literacy and mathematics along with other aspects of both the national curriculum and the enhanced curriculum offered by the school.
6. **Supporting the School**

- Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
- Helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
- Administering minor first aid under the guidance of a qualified person.

### **Supervision and Management**

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

### **Creativity and Innovation**

The job holder works within school procedures, policies and approved methods and under the supervision of the class teacher. There may be occasions when the job holder is required to show initiative within the parameters of school procedures, policies and ethos.

### **Key Contacts and Relationships**

The job holder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with teachers and other school staff, school management, parents/carers and at times representatives of other agencies e.g. health, social care.

### **Decision Making**

The job holder is expected to follow school procedures and plans made by the classroom teacher.

### **Resources**

The job holder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

### **Working Environment**

The job holder is based mainly in the classroom setting and there is regular background noise. The work involves crouching, stretching, or working in other constrained or awkward positions, e.g. when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.

### **Knowledge and Skills**

The job holder must show that they have /are:

- Good general skills at dealing with children and have the ability to learn and apply learning support techniques.
- Open to 'on-the job' training
- Good basic reading, writing, spelling/phonics and number skills
- They are calm in a crisis
- They always speak calmly to children and do not shout
- Maintain strict confidentiality