

**Job Title:** Teaching Assistant (TA)  
**Pay Scale:** Surrey Pay 3

**Responsible to:** Class Teacher  
Head Teacher



### **Duties**

The job description is to be performed in accordance with the range of duties set out in the contract and as relevant to the post holders' title and salary grade. In addition there is a reasonable requirement in accordance with the Conditions of Employment that certain particular duties will be undertaken and completed in a satisfactory manner.

Under the direction of the Class Teacher:

1. To work within a class group of pupils, and take some responsibility for their pastoral care.
2. To support pupil's in their learning by:
  - implementing strategies identified in annual review and IEP procedures
  - work consistently to implement plans on the individual behaviour management plans.
  - motivating and encouraging
  - assisting and prompting
  - keeping pupils on task
  - clarifying and explaining directions
  - providing appropriate equipment and resources
  - raising pupils self-esteem
  - carrying out personal care routines
3. To work alongside the class teacher and other support staff as a member of the class team.
4. To assist with the delivery of the curriculum and activities as planned by the class teacher, and to use own initiative to extend activities appropriately.
5. To contribute to school planning and assessment documentation.
6. To liaise with parents/carers in consultation with class teachers or senior managers.
7. To liaise with support services and outside agencies concerning individual and groups of pupils as required.
8. To be aware of and assist with the planning to meet the individual needs of all pupils.
9. To be responsible for promoting and safeguarding the welfare of children.
10. To help to maintain a stimulating and safe class environment for pupils to work in. To assist in the preparation of the classroom and the preparation/adaptation and cleaning of resources.
11. To attend relevant training as agreed with the Head Teacher.
12. To understand school procedures and policies.
13. To support appropriate behaviour in line with the school policy and procedures.

14. To promote Equal Opportunities within the school.
15. To maintain confidentiality in and outside the workplace.
16. Additional hours may be available to support families at home under the direction of the Supporting Extended Learning at Home (SELAH) coordinator. Where these hours are taken up guidance and induction training on the protocols of working in pupil homes will be provided.
17. All employees are employed by the school and, whilst the school does not have a policy that involves staff regularly moving classes, all staff will be expected to work flexibly across the school in the best interests of the children as deemed necessary by the Senior Management Team.

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.