

CESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Teaching Assistant

REFERENCE: AAAE5052

GRADE: 5

RESPONSIBLE TO:

JOB PURPOSE

To support the teaching staff and work with other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school.

PRINCIPAL RESPONSIBILITIES

- 1 Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.
- 2 Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- 3 Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- 4 Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
- 5 Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well being.
- 6 Record pupil information as specified by the teaching staff/line manager to ensure that schools' information systems are maintained.

- 7 Attend to the personal and physical needs of pupils so that their well being is maintained.
- 8 Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
- 9 Display and present the pupils' work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
- 10 Attend staff and other meetings and participate in staff training development work and staff reviews as required

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.