



# Trinity Primary School

## Job Description for Teaching Assistant

Reports to: SENCo, Class Teacher

Accountable to: Headteacher, SENCo

### Main Duties and Responsibilities

- Assist in the educational, social and emotional development of all pupils under the direction and guidance of the Headteacher, SENCo and class teachers.
- Assist in the implementation of Individual Education Plans (IEPs) and behaviour plans for pupils and be involved in monitoring their progress.
- Assist teachers with maintaining pupil records.
- Provide support for pupils to enable them to participate fully in all activities both inside and outside.
- Work with professionals from agencies, for example physiotherapists, as required.
- In consultation with the Headteacher, SENCo and class teacher, to cater for the specific medical and physical needs of pupils.
- To support and assist with personal hygiene for SEN children if required.
- To work as part of a team to support pupils with emotional and/or behavioural difficulties.
- To be sensitive towards children's individual learning needs.
- To support class teachers with administrative tasks.
- To understand and respond positively to the physical, emotional, mental health and behavioural needs of the pupils.
- To maintain a positive approach to all aspects of school life.
- To undertake other duties as required.

### Standards and Quality Assurance

- To support and be proactive in modelling the aims and ethos of the school.
- To be professional at all times.
- To maintain confidentiality both inside and outside the workplace.
- To act in accordance with school policies.
- Be proactive in all matters relating to Safeguarding and Health & Safety.