



CHURCH OF ENGLAND  
PRIMARY SCHOOL

AT MISERDEN

## JOB DESCRIPTION

**Name:**

**Job Title:** Teaching Assistant 1-1

**Responsible to:** Headteacher / SENDCo

### Main Duties and Responsibilities

To work as an active member of the staff team in school, assisting and supporting teaching staff in promoting the general progress and well-being of a specific pupil

### Duties:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake.

- Assist and fully support in the educational and social development of pupils under the direction and guidance of the head teacher, SENDCO and class teachers
- Work with other professionals.
- Follow the schools policies and take responsibility for promoting good and courteous behaviour both in the classroom and around the school
- Maintain good relationships with pupils, treating pupils with dignity, building relationships rooted in mutual respect
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and support
- Support pupils with literacy and numeracy skills as well as accessing the general curriculum.
- Liaise with parents and outside agencies as appropriate
- Prepare and upkeep records of children's work and contribute to pupil progress meetings.
- Be proactive in matters relating to safeguarding, health and safety and having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions
- Follow school policies, including using information technology systems as required to carry out duties in accordance with our acceptable users policy.
- Participate in training and other learning activities as required
- Accompany pupils on visits, trips and out of school activities as required
- Be aware of the importance of well being and work-life balance and to share concerns with the Headteacher.

This job description sets out the main duties of the post. Such duties may vary from time-to-time without changing the general character of the post or the level of the responsibility entailed.