



JOB DESCRIPTION

To assist the teacher in the delivery of the curriculum and general management of the classroom.

KEY TASKS

1. To assist the teacher by supporting the children with activities in class and contributing to assessment and record keeping.
2. To assist the teacher in the supervision of children to ensure standards of work and behaviour are maintained.
3. To assist the teacher in helping children to make progress in their learning both in group situations and on their own by, for example:
 - pre-teaching essential skills
 - clarifying and explaining instructions
 - ensuring children are able to use equipment and materials provided
 - motivating and encouraging children as required
 - helping children to concentrate on and finish work set
 - in liaison with the class teacher devising learning activities
 - photocopying, duplicating and making teacher and pupil resource materials on occasion
 - basic help in arranging displays of work on occasion
 - encouraging social inclusion
 - supporting personal development in self-esteem and confidence building
4. The establishment of a supportive relationship with the children.
5. Setting up teaching materials in a classroom as directed by the class teacher.
6. Leading interventions in groups and individually.
7. Attending and contributing to regular planned staff/LSA meetings and in-service sessions.
8. Any other duties which reasonably fall within the remit of the post, which may be allocated by the headteacher after consultation with the postholder.