



JOBSEEKER  
RESOURCES

## JOB DESCRIPTION – TEACHING ASSISTANT

## Teaching Assistant Job Description

The following may be adapted and used as a basis for a job description for the specified post. Where extra detail would be helpful, this is indicated in italics.

**Post:** Teaching assistant

**Responsible to:** Head teacher

**Job purpose:** *optional summary*

**Responsible for:** *optional*

### Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

**Note:** When writing this job description reference should be made to the 24 non-teaching tasks that should have been transferred from teachers to support staff by September 2003.

### Teaching and learning

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers
2. Assist in the implementation of Individual Education Programmes for students and help monitor their progress
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary
5. Assist class teachers with maintaining student records
6. Support students with emotional or behavioural problems and help develop their social skills

### Administrative duties

1. Prepare and present displays of students' work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the head teacher requires

### Standards and quality assurance

1. Support the aims and ethos of the school [*provide detail*]
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings
4. Undertake professional duties that may be reasonably assigned by the head teacher [*provide examples*]
5. Be proactive in matters relating to health and safety

### Other duties and responsibilities

*List other duties that the head teacher may from time to time ask the post-holder to perform*