



# Windmill Hill Primary School

## WINDMILL HILL PRIMARY SCHOOL

### TEACHING ASSISTANT'S JOB DESCRIPTION

#### JOB PURPOSE

To assist the teachers in their work and to help to ensure a safe working environment for all children by following school policies and maintaining high expectations at all times.

#### Classroom Management

- To prepare resources e.g. paints, pencils, maths equipment, books etc.
- To help to display children's work.
- To help with the supervision of children e.g. leading them in / out of classroom, helping to ensure a calm atmosphere.
- To work with small groups undertaking tasks set by the teacher e.g. science, art, baking, literacy etc.
- To assist with individual children (including those with special needs).
- To contribute to curriculum planning.
- To maintain existing resources and inform the class teacher of resources that may be needed.
- To help to keep classrooms, cloakroom, wet areas and corridors tidy.

#### School Management

- To attend staff meetings.
- To be aware of, and to follow school policies e.g. Assertive Discipline.
- To take responsibility for an indoor duty.
- To liaise with other classroom assistants and teachers.
- To communicate effectively and compassionately with parents.

#### First Aid

- Trained first aiders are expected to assist in any incidents.
- Trained first aiders to audit and re-order medical supplies.

#### Personal Development

- Teaching Assistants will be given opportunities to take part in training to further their expertise.