

## OXFORDSHIRE COUNTY COUNCIL

### Headteacher:

Mr Jonathan Hart  
Telephone: 01869 345283  
Fax: 01869 345241  
email: office.3065@fritwell.oxon.sch.uk



**Fritwell Church of England  
Primary School**  
East Street,  
Fritwell,  
Oxfordshire,  
OX27 7PX

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**"Growing and learning together with God."**

Children at Fritwell Church of England School are confident and inspired. They achieve personal success and show love and respect for all.

### Teaching Assistant - Job Description

#### **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.

#### **Responsibilities**

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. To work in direct support of the learning needs of the children, either with an individual child or a group, and to have shared responsibility with the teacher for the health, safety and welfare of each child
4. To play a supportive role by being aware of the learning objective for the tasks planned by the teacher and to feedback relevant information in the time given including observations relating to a child
5. Establish and promote productive relationships with students, acting as a role model and setting high expectations
6. Work with other professionals, such as speech therapists and occupational therapists, as necessary
7. Assist class teachers with maintaining student records
8. To take responsibility for ensuring high standards of behaviour across the school through the use of and application of the school Behaviour and Learning policy and apply this consistently to all children.



9. Support students with emotional or behavioural problems and help develop their social skills
10. Supervise the class for short periods of time when necessary
11. Be prepared to develop one's own knowledge and expertise through CPD to confidently support learning and development and participate in termly meetings to discuss CPD and general areas of school development
12. Prepare and present displays of students' work
13. Organise and prepare resources for the classroom
14. Participate in photocopying and filing and entering assessment data
15. Undertake other duties from time to time as the head teacher requires i.e. such tasks which do not relate to the above but are essential to the smooth running of the school as an organisation including a day at the end of each term, when necessary, cleaning and organising equipment and resources throughout the school
16. To participate in playtime duty rotas
17. Ensure the health, safety and welfare of students is maintained at all times

### **Standards and quality assurance**

1. Support the aims and ethos of the school and consistently follow all school policies
2. To always talk positively in front of staff and other stakeholders about decisions
3. To always talk positively about pupils and their families
4. Set a good example in terms of dress, punctuality and attendance and follow the school dress code
5. Attend team, staff meetings and INSET when required
6. Undertake professional duties that may be reasonably assigned by the Head Teacher
7. Be proactive in matters relating to health and safety

