



## TEACHING ASSISTANT JOB DESCRIPTION

Date: October 2018

### Teaching Assistant

Accountable to: The Deputy Headteacher and ultimately the Headteacher

### Core Purpose of the Teaching Assistant

Teaching Assistants are appointed to work as part of a team within the School and to take a leading role in key aspects within a year group and/or to take responsibility for the organisation and management of specific educational programmes as required. They will be required to teach small groups of children with a specific focus. Certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

### The specific tasks associated with the role of Teaching Assistant are:

#### Support the Pupil by:

1. Undertaking activities with either individuals or groups of children throughout the school day and to safeguard their health and safety at all times.
2. Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
3. Working to establish a supportive relationship with the children and parents concerned
4. Encouraging acceptance and inclusion of the child with specific needs
5. To provide positive praise as appropriate to encourage learning
6. Consistently involving the children in their learning.
7. To promote children's independent learning through the appropriate organisation of classroom resources

#### Support the Teacher by:

1. Helping to provide a stimulating, happy, well managed environment within the classroom which encourages positive attitudes, enthusiastic involvement in learning and self-discipline in the children.
2. Monitoring individual children's needs and report this to their class teacher as appropriate
3. Assist class teachers' in curriculum planning and assessment of children's progress
4. Keep such records of the children's development as are required by the school

5. Assisting teaching staff in the planning of work programmes for individuals and groups of children
6. Assisting the teaching staff in the smooth transition between educational phases
7. Maintaining a consistent, safe and stable environment for children and adults with clear routines and structures
8. Having high expectations of behaviour in the classroom and that are in line with school policies.
9. To undertake general class teaching duties which include the providing of programmes of study planned jointly and recorded in advance by the teachers in the year group.
10. Helping to monitor, assess and evaluate the educational programme for the assigned class, keeping in mind the needs of individual children and the statutory requirements of the EYFS, KS1 and KS2.
11. Helping to complete forecasts, records and reports to parents as agreed in school policies.
12. Helping to monitor and take account of the individual children's language needs, especially those with EAL.
13. Helping to monitor the children's progress; formally and informally assessing them in line with the school requirements.
14. Monitoring pupil's behaviour, and social development and consistently use school based systems for behavioural management.
15. Identifying children with specific needs, to inform the Class teacher and co-operate with them in designing and implementing individual targets.
16. Monitoring and take account of the individual children's language needs, especially those with EAL.

**To show whole-school commitment by:**

1. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
2. Demonstrating a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, staff meetings, parent consultations and other activities as they occur in the school year.
3. Demonstrating a commitment and implement all school policies and established practices.

**Support the curriculum by:**

1. Directly delivering activities ensuring that all aspects of the taught programme are delivered in a manner that is appropriate to the age of the children taught.
2. Promoting respect for everyone, adults and children.
3. Delivering activities with pace and passion.
4. To use a range of teaching strategies including whole class teaching, group teaching and individual teaching as most appropriate and efficient for the programme of study taught.

**Support Colleagues by:**

1. To manage TAs, support staff, students and involve them in planning and classroom organisation and resources.
2. To offer professional support and coaching to other teacher colleagues, support staff, students, etc.
3. To induct members of staff into the daily classroom routines, i.e. teaching assistants, students, etc and any other duties as required.

**Support Parents by:**

1. Effectively communicating with parents, establishing a strong home/school relationship.
2. Engaging parents in supporting their child's learning out of school through, for example, curriculum workshops, termly curriculum letter, and regular home school work.

**To have personal effectiveness by:**

1. Self-evaluating teaching methods having regard for current educational practice and a whole school approach which supports the children's learning at all times.
2. Setting high standards of punctuality.
3. Communicating effectively on a specified area of responsibility.
4. Contributing positively to all staff meetings and opportunities for professional dialogue.
5. Meeting deadlines

This job description may be amended at any time after consultation with you.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.