

Job Description for the Post of Teaching Assistant – Grade 3

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the SENCo.

Main Purpose of the Job

Under the guidance of teaching staff, provide support for pupils who require help to enable access to learning and to assist in the management of pupils.

Provide specialist support in a specific area of curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To work with groups of children under the supervision of the teacher, including the delivery of programmes of work and implementation of ILPs.
3. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.
4. To act as a key-worker assisting named SEND students.
5. Give regular feedback on children's progress to the class teacher and file records.
6. Attend to children's personal needs including pastoral, social, health, physical hygiene, minor first aid and welfare matters.
7. To assist in the supervision of students in emergency situations, such as fire drills.
8. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
9. Promote the inclusion and acceptance of all pupils.
10. To support students' independence.
11. To support and assist form tutors during registration and de-registration.
12. Provide curricular clerical/admin support, eg photocopying, making lists, collection of monies.
13. Under the direction of the teacher prepare the classroom for lessons and clear afterwards, as appropriate.

14. Undertake pupil record keeping and updating records, information and data, producing reports as required.
15. Assist in the development and implementation of behaviour management strategies.
16. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
17. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
18. Administer and assess routine tests and invigilate exams and undertake routine marking of pupil's work.
19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
20. Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.
21. To undertake duties as required, including before and after school, at break and lunch times.
22. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
23. Assist in maintaining high standards of health and safety at all times.
24. Maintain good relationships with colleagues and work together as a team.
25. Assist in the supervision of classroom and outdoor activities.
26. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
27. Contribute to the overall ethos/work/aims of the school.
28. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
29. Attend relevant meetings.
30. To be committed to developing their own skills and expertise by taking part in training opportunities.
31. To undertake other duties as required in line with grade and responsibilities of the post.

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