



Job Description

Teaching Assistant

Responsible to:

Deputy Head

Job Purpose:

The Teaching Assistant will encourage pupils to participate in the social and academic life of the school, help enable them all to become more independent learners and help to raise their standards of achievement.

Duties:

To work to a timetable supporting a Class Teacher but be flexible enough to support any teacher in any year group when asked to by the Deputy Head.

Support for the pupil

- support pupils' learning activities, attend to additional learning needs, and help in development;
- help with the care and support of pupils;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour
- work with pupils on individual targets set by teaching staff;

Support for teachers

- support teachers in the everyday running of their class;
- help with classroom resources and records;
- contribute to the management of children's behaviour, both in the classroom and in the playground;
- support the school curriculum, especially literacy and numeracy activities;
- provide support for learning activities;
- support the use of ICT in the classroom;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the presentation of display materials;
- support teaching staff or senior colleagues with routine administration, such as photocopying;
- raise the awareness of teaching staff to the strengths and difficulties of individual pupils;

- assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken;
- assist in the planning and evaluation of learning activities;
- assist in the assessment of individual pupils;
- assist in the monitoring of Individual Support Plans (ISPs) for children who need learning support;
- raise the awareness of teaching staff to any pressures on pupils which may result in behaviour problems;
- provide support for teachers in developing effective approaches to managing behaviour;
- assist in reviewing statements of Special Educational Needs.

Support for the School

- ensure effective working relationships with colleagues and parents;
- contribute to the maintenance of pupils' safety and security;
- translate school policies into practice;
- review and develop their own professional practice;
- respect confidentiality of pupils records, follow best practice for safeguarding children procedures, and adhere to Health and Safety legislation and the school operating policies