



## Teaching Assistant Job Description

Duties/Responsibilities	Expectations of the Task
In relation to the support for Students	<ul style="list-style-type: none"> <li>▪ Supervise and support students ensuring their safety and access to learning</li> <li>▪ Establish good relationships with students, acting as a role model and being aware of and responding to individual needs</li> <li>▪ Promote the inclusion and acceptance of all students</li> <li>▪ Encourage students to interact with others and engage in activities led by the teacher</li> <li>▪ Encourage students to act independently as appropriate</li> <li>▪ Work under the guidance of teaching/senior staff within the agreed system of supervision to implement work programmes with individuals/groups in or out of the classroom.</li> <li>▪ Manage students' behaviour, following agreed policies and procedures, reporting difficulties as appropriate.</li> <li>▪ Ensure the health, safety and welfare of students is maintained at all times</li> <li>▪ Promote social and emotional development of students</li> <li>▪ Provide support for multi-lingual or bilingual students as appropriate</li> <li>▪ To take into account the student's special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials</li> <li>▪ To build and maintain successful relationships with students and treat them consistently, with respect and consideration</li> <li>▪ To undertake any necessary training to support students' learning and safety within the classroom.</li> </ul>
In relation to the support for staff	<ul style="list-style-type: none"> <li>▪ Be aware of student problems/progress/achievements and contribute/assist the teacher as agreed</li> <li>▪ Undertake appropriate students record keeping as requested</li> <li>▪ Gather/report information from/to parents/carers as requested</li> <li>▪ To have informal and formal meetings with teachers to contribute to planning lessons/activities</li> <li>▪ To work on differentiated activities with identified groups/individuals.</li> <li>▪ Liaise with teachers and other relevant agencies regarding the work set for a class or group</li> <li>▪ Establish constructive professional relationships with other</li> </ul>

	relevant professionals, in liaison with the class teacher, to support students' learning progress
In relation to the support for the College/department	<ul style="list-style-type: none"> <li>▪ Be aware of, comply and contribute to policies and procedures relating to child protection, health &amp; safety, security, confidentiality, data protection, reporting all concerns to an appropriate person</li> <li>▪ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>▪ Contribute to the overall ethos/work/aims of the College</li> <li>▪ Appreciate and support the role of other professionals</li> <li>▪ Attend relevant meetings as required</li> <li>▪ Participate in training and other learning activities and performance development as required</li> <li>▪ Accompany teaching staff and pupils on visits, trips and out of school activities and requested by my line manager</li> <li>▪ Support students with examinations concessions</li> </ul>

Terms and conditions: Green Book <https://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book>.

Carterton Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share this commitment.

Oxfordshire County Council is an equal opportunity employer and is committed to promoting equality and social inclusion.