



## Teaching Assistant Job Description

### 1. **PURPOSE OF JOB**

To work under the instruction and guidance of teaching staff and senior leaders to undertake the role of teaching assistant and act as a key worker for a group of children and their parents.

To respond to children's needs, ensuring they are safe and that they feel safe and secure.

To enable access to learning for all pupils and to assist the teacher in the management of pupils, their learning and the learning environment in the classroom and outside the main teaching area.

To be responsible for the supervision, and to ensure the safety of, pupils in all areas, inside or outside the school building throughout the midday break.

### 2. **PRINCIPAL ACCOUNTABILITIES**

#### **Support for the Pupils**

- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities;
- Establish constructive relationships with pupils and interact with them according to individual needs;
- Promote the British and school values and ethos, in particular: inclusion and acceptance of all.
- Encourage pupils to interact with others and fully engage in activities;
- Set and model challenging and demanding expectations, promoting self-esteem and independence;
- Ensure daily reading with your key pupils;
- Provide feedback to all pupils in relation to progress, achievement and next steps;
- Liaise with the teacher regarding the progress and next steps.

#### **Support for the Parents**

- Communicate positively with parents about their child's time in school;
- Provide feedback to parents in relation to progress and achievement under the guidance of the teacher;
- Ensure parents are aware of and follow all school procedures especially those pertaining to safeguarding.

#### **Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive learning environment in accordance with lesson plans and agreed school policy and to assist with the display of pupils' work
- Use positive strategies, in liaison with the teacher, to support pupils learning behaviour and attitudes so that they achieve their learning goals
- Assist with the planning, set up and delivery of learning activities that reflect

pupils' interests and provide opportunities to meet their next steps

- Monitor pupils' responses to learning activities and accurately record achievement, progress and next steps
- Provide detailed and regular feedback to teachers and other professionals pertaining to the pupils' achievement, progress, areas for development etc
- Positively promote good behaviour, dealing calmly and promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer routine tests and undertake routine marking of pupils' work when necessary
- Provide clerical / admin support, e.g. photocopying, typing, filing, money, administer homework etc

### **Support for the Curriculum**

- Lead structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses and next steps.
- Deliver programmes linked to school, local and national learning strategies e.g. early years, phonics etc.
- Record achievement and progress against set objectives and feed back to the teacher
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment and resources required to meet the lesson plans or relevant learning activity and assist pupils in their use

### **Support for the School**

- Be aware of, and comply with, all school policies and procedures particularly those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensure all pupils, including those with special educational needs, have access to appropriate opportunities to learn and develop
- Contribute to the overall ethos, aims and values of the school
- Appreciate and support the role of other professionals
- Demonstrate a solution focused approach that breeds a positive atmosphere
- Attend and participate in relevant meetings as required
- Participate in training, professional learning and performance development as required
- Attend staff meetings as required (some may be out of working time);
- Participate in school timetables and rotas as required/relevant
- Assist with supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for the individual child under the overall supervision of the teacher.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.