



FACT

Teaching Assistant Job Description

FAIRCHILDES ACADEMY COMMUNITY TRUST

Role Profile

Job Title:	Teaching Assistant – General
School:	Fairchildes Primary
Grade Range:	Grade 2
Reports to:	Inclusion Manager, Head of School

Areas of responsibility and Key Tasks

Support for Pupils

This will involve:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning.
- Establishing good relationships with pupils, acting as a role model, being aware of and responding appropriately to individual needs.
- Setting challenging and demanding expectations of pupils and promoting self-esteem and independence
- Encouraging pupils to interact with others and engaging in activities
- Providing feedback to pupils in relation to progress and achievement under guidance of the class teacher
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop, including the need to provide intimate care where necessary for a child to access their learning.
- Promoting the inclusion and acceptance of all pupils.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Encouraging pupils to act independently as appropriate.

Support for the Teachers

This will involve:

- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, needs etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encouraging pupils to take responsibility for their own behaviour
- Help create and maintain a purposeful, orderly and supportive environment and assist in the displaying of pupils' work
- Establishing constructive relationships with parents/carers
- Undertaking pupil record keeping as requested
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Providing clerical/administrative support, e.g. photocopying, displays etc.

Support for the Curriculum

This will involve:

- Supporting pupils in respect of local and national learning strategies
- Delivering structured and agreed learning activities and/or teaching programmes, adjusting activities according to pupil responses
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Preparing and using equipment/resources required to meet the lesson plans/relevant activity and assisting pupils in their use
- Ensure access to all areas of the curriculum following appropriate safety procedures in practical activities such as cookery/PE/ science etc

Support for the School

This will involve:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participating in training and other learning activities and performance development as required
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings, as required.
- Assisting with the supervision of pupils out of lesson times, including playtimes and before and after school where appropriate
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.
- Under mutual agreement, taking responsibility for the supervision of a class of pupils in the short term absence of the teacher and delivering prepared lessons

