

Job Description

POST TITLE: Teaching Assistant

CURRENT GRADE: Grade 3

RESPONSIBLE TO: Senior Leadership Team, Head Teacher, Governing Body

PURPOSE OF POST

- a. To undertake work/care/support programmes, to enable access to learning and to assist senior staff/senior staff in the management of pupils and the classroom.
- b. To support teaching/senior staff in the development and education of pupils including the provision of specialist skills as appropriate.
- c. To work under instruction/guidance of teaching/senior staff.
- d. To undertake work/care/support programmes to enable access to learning for pupils.
- e. Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils.

2. KEY AREAS

- Support for Pupils.
- Support for Senior staff
- Support for the Curriculum.
- Support for the School

3. DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS/CURRICULUM

- a. Supervise the activities of individuals or groups of children within the classroom
- b. Under the instruction/ guidance of senior staff support pupils with non specific learning difficulties
- c. Under the instruction/guidance of Senior staff support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour
- d. Under the instruction/guidance of senior staff support pupils with communication and interaction difficulties
- e. Assist pupils in the use of resources including ICT
- f. Maintain pupils interests and motivation

- g. Support individuals and group work assigned by senior staff in raising core skills.
- h. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- i. To be aware of pupils problems, achievements, progress and report to senior staff as agreed
- j. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
- k. Establish a constructive relationship with pupils and interact with them according to individual needs.
- l. Provide feedback to pupils in relation to progress and achievement under the guidance of senior staff.
- m. Promote the inclusion and acceptance of all pupils
- n. Set challenging and demanding expectations and promote self-esteem and independence

SUPPORT FOR TEACHERS/SCHOOL

- a. Provide support for learning activities by making a contribution to supporting senior staff in the planning and evaluation of learning activities and supporting the delivery of learning activities
- b. Making a contribution to organising effective learning environments and maintaining appropriate records
- c. Undertake routine marking in line with school policy
- d. Design and produce displays with minimal supervision
- e. Contribute information to pupil records (e.g. assessment information)
- f. Work with parents to enhance pupils learning
- g. Liaise with parents as appropriate
- h. Support out of hours school learning activities (within established guidelines)
- i. Monitor pupils responses to learning activities and record achievement/progress as directed.
- j. Provide regular feedback to teachers on pupil achievement, progress and problems.
- k. Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- l. Establish constructive relationships with parents/carers.

- m. Administer routine tests and invigilate exams and undertake routine marking of pupil's work
- n. Support the use of ICT in learning activities and develop pupils competence and independence in its use.
- o. Participate in training and other learning activities and performance development as required.
- p. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, E Safety, security, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- q. Contribute to the overall ethos /work/aims of the school.
- r. Attend and participate in relevant meetings as required.
- s. Provide clerical/administrative support e.g. photocopying, typing, filing, money and administer coursework etc

Support for the Curriculum

- a) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupils responses
- b) Undertake programmes linked to local and national learning strategies e.g. Literacy, Numeracy, Early Years, recording achievement and progress and feeding back to senior staff
- c) Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- d) Prepare and maintain equipment/resources required to meet lesson plans / relevant activities and assist pupils in their use
- e) Monitor and manage stock supplies, cataloguing as required
- f) Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- g) Demonstrate and assist others in safe and effective use of specialist equipment/materials

Support for the School

- a) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
In accordance with policy
- b) Be aware of and support difference and ensure all pupils have equal access to opportunities to

- c) learn and develop
- d) Contribute to overall ethos/work/aims of the school.
- e) Appreciate and support the role of other professionals
- f) Attend and participate in relevant meetings as required
- g) Participate in development opportunities and other learning activities and performance development as required
- h) Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities.
- i) Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under supervision of senior staff.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

GENERAL

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Senior Leaders, in consultation with the post holder.

The post holder's duties must at all times be carried out in compliance with the Council's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health and safety of self and others
- b) Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, eg operate safe working practices.
- c) It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The post holder should also counteract such practice or behaviour by challenging or reporting it.