



Job Description for Teaching Assistant

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By – ROP & JAR

Support for pupils

- To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported
- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities both in class and in the playground
- Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation
 - Helping pupils to concentrate on and finish work set
 - Meeting physical needs as required whilst encouraging independence
 - Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
 - Developing appropriate resources to support the pupils
 - Providing support for individual pupils inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher
- To establish a constructive relationship with the pupils and interact with them according to individual needs
- To promote the inclusion and acceptance of all pupils
- To set challenging and demanding expectations and promote self-esteem and independence
- To provide the necessary pastoral care to enable pupils to feel secure and happy
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support for teachers

- Assist with the class teacher (and other professionals as appropriate) as directed
- Monitor pupils' responses to learning activities and accurately record achievement as directed
- Provide detailed and regular feedback about the pupils to the teacher
- Contribute to the maintenance of pupils' progress records as appropriate
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Help administer routine tests and undertake routine marking of pupils' work

- Support class teachers in photocopying and other administrative tasks in order to support teaching

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of computing in learning activities and develop pupils' competence and independence in its use
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum
- Help to ensure that the classroom is tidy and everyday resources are ready for use, e.g. pencils are sharp and whiteboards are clean

Support for the School

- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the School
- Appreciate and support the roles of other professionals
- Attend and participate in relevant meetings as required
- Liaise, advise and consult with other members of the team supporting the pupils as appropriate
- Contribute to reviews of pupils' progress as appropriate
- Set a good example in terms of dress, punctuality and attendance
- Prepare and present displays of pupils' work as required
- Undertake other duties from time to time as required by the Headteacher