

## **Teaching Assistant Job Description**

**Grade: Scale 3**

**Responsible to: Class teacher, Key Phase Leader**

**Responsible for: None**

### **Purpose of the Job**

To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring pupil progress against pre-defined objectives. This could be both on an individual or small group basis.

### **Support the class by:**

- 1 Assisting the Teacher to prepare the classroom and to prepare learning materials. To prepare the classroom equipment and computers for use by pupils ensuring that equipment or materials are suitable for the learning activities and prepare, design and adapt other materials where necessary
- 2 Assisting the Teacher in the planning and delivery of class activities, at prescribed Key Stage levels. Assisting in the delivery of appropriate activities to meet the learning objectives with either individuals, groups of pupils or during whole class ensuring their safety and facilitating their physical, emotional and educational development
- 3 Ensuring equal access to learning and development opportunities and carry out predetermined educational activities and work-programmes whilst promoting independent learning
- 4 Assisting the Teacher to supervise and support children's Individual Education Plans (IEP), both indoors and outdoors. To contribute to observations and records on individual's progress producing written reports where necessary
- 5 To support the teaching of Literacy and Numeracy by delivering literacy and numeracy activities. To work with individuals and small groups on specific activities which may be under the guidance of the Teacher or other lead person
- 6 To actively assist the management of pupil behaviours by following the agreed behaviour policy. Encouraging a high standard of behaviours, develop relationships with others and recognise and deal with emotions in an appropriate way. This could be both on an individual or small group basis
- 7 To pass on information about pupils' personal and educational needs to the Class Teacher and other staff as appropriate. To assist in the assessment recording and reporting of pupil progress. Reporting to the class teacher and giving feedback to pupils on their progress
- 8 Administer tasks and tests and to contribute to the assessment and reporting of the National Curriculum levels
- 9 Organise and take part in school activities and events as required and to accompany and support children on outings from school as necessary
- 10 Support the pupils in physical activities and the physical curriculum as required
- 11 Ensure the physical welfare of children and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the pupil during break and lunch times as appropriate.



**Support the School by:**

1. To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies
2. Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of a member of ELT
3. To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to the facilities team or ELT as appropriate
4. Develop positive relationships with colleagues by working effectively as a member of the School Staff Team
5. Develop and maintain relationships with other professionals
6. To support the School's Equal Opportunities policies
7. Assisting with any other duties of a similar level of responsibility as required by the Head Teacher

**At this level the employee will be expected to:**

1. Contribute to the management of pupil behavior
2. Establish and maintain relationships with individual pupils and groups
3. Support pupils during learning activities
4. Take part in some sort of continuous development to review and develop their professional practice

**This will involve (some not all) :**

1. Assist in preparing and maintaining the learning environment
2. Contribute to maintaining pupil records
3. Observe and report on pupil performance
4. Contribute to the planning and evaluation of learning activities
5. Promote pupil's social and emotional development
6. Support the maintenance of pupil safety and security
7. Contribute to the health and well-being of pupils
8. Support the use of information and communication technology in the classroom
9. Help pupils to develop their literary skills
10. Help pupils to develop their numeracy skills
11. Help pupils to access the curriculum
12. Support the development and effectiveness of work teams
13. Develop and maintain working relationships with other professionals
14. Liaise effectively with parents

**In addition they may also:**

1. Provide support for bilingual/multilingual pupils
2. Support pupils with communication and interaction difficulties
3. Support pupils with cognition and learning difficulties
4. Support pupils with behavioural, emotional and social development needs
5. Provide support for pupils with sensory and/or physical impairment

**Educational requirements:**

1. English language reading and comprehension up to GCSE standard
2. Numeracy skills up to GCSE standard
3. Training in the relevant National Curriculum requirements. A relevant City and Guilds, NVQ or BTEC or NNEB qualification. Any qualification relevant to a specific area of the curriculum, or LEA approved training
4. Teaching/Classroom Assistants with relevant experience (3-5 years) who have attended LEA training courses or equivalent training and whose work can be certified as being of special merit shall be graded at this level.