



Job Description

Post Title:	Teaching Assistant	Grade:	TSPT 4
Department:	Teaching & Learning		
Reports to:	SLT		

MAIN PURPOSE

To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

- To assist teachers by supporting pupils in their learning in order to ensure their continuing educational development.
- To assist teachers in fostering an attractive learning environment to ensure pupils spend their school life in stimulating surroundings.
- The assist teachers and senior managers in preparing resources and equipment as necessary in order to support pupils' learning.
- To assist teachers to maintain clear records and observations so that pupils receive the maximum benefit from their education.

RESPONSIBILITIES

SUPPORT FOR PUPILS

- Supervise pupils, including those with special needs, ensuring their safety and encouraging pupils to interact with others, to engage in activities led by the teacher, and to act independently.
- Establish good relationships with pupils, acting as role model, reporting progress and achievements to teacher as agreed.
- Respond to pupils' minor welfare and personal needs and ensuring pupils requiring regular medication are given timely reminders.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To provide basic first aid when appropriate.

SUPPORT FOR TEACHERS

- Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of pupils' work.
- Record individual pupil's behavioural difficulties, discussing with teacher appropriate responses and carrying them out.
- Undertake pupil record keeping, collecting information from/to parents/carers as directed.
- Provide basic clerical and typing support for teacher.
- Assist the teacher in developing effective methods of explaining basic ICT applications and supporting pupils in their use.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

SUPPORT FOR THE SCHOOL

- Awareness of the school’s educational and behavioural policies for developing pupils.
- Prepare and maintain equipment/resources as directed, assisting in their use.
- Work within predetermined guidance, policies, procedures and teachers’ guidance.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the work of other professionals.
- Participate in training and other learning activities and performance development as required.

NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Our Schools/Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the School’s performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Ensure implementation of the School’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

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