



Job Description

Teaching Assistant

MAIN PURPOSE OF JOB:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Work may be carried out in the classroom or outside the main teaching area.

Duties and Responsibilities to include:

Support for Pupils

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Education/Behaviour Plans.
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the Teacher

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning targets.
10. Assist with the planning of learning activities.
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
12. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

13. 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.
14. Establish constructive relationships with parents/carers.
15. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
16. Provide admin support e.g. photocopying, filing, etc. as required

Support for the Curriculum

17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
18. Undertake programmes linked to local and national learning strategies e.g. literacy, Maths, KS2, recording achievement and progress and feeding back to the teacher.
19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
20. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

21. 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.
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the school.
24. Appreciate and support the role of other professionals.
25. Attend and participate in relevant meetings as required.
26. Participate in training and other learning activities and performance development as required.
27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
28. 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.

This job description will be reviewed at the request of either the post holder or the Associate Principal

Person Specification: Teaching Assistant Experience

1. Experience of working with children of upper primary age range 7-11
2. Have a good knowledge and understanding of the primary curriculum
3. Able to contribute effectively to curriculum planning and assessment of children's learning
4. Can support the learning of children with a wide range of needs
5. Computer literate
6. Have very good communication skills and genuinely love working with children

Qualifications and Training

1. Have excellent skills in both English and Maths (minimum GCSE Grade A – C or NVQ Level 2)
2. Completion of DFE Teacher Assistant Induction or NVQ Level 2 / Cache Level 2
3. First Aid Training (desirable but not essential)

Knowledge & Skills

1. Understanding of relevant policies / codes of practice and awareness of relevant legislation e.g. Child Protection
2. Ability to relate well to children and adults
3. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
4. Proven ability to monitor progress of children against personal targets
5. Effective use of ICT to support learning
6. Professional, positive, committed, punctual, enthusiastic, flexible and can show initiative