Oakbridge Federation
JOB DESCRIPTION

Title: TEACHING ASSISTANT - GENERAL **Grade: Scale 3**

School: Oakbridge Federation

Post No: Level 2 **Hours 31.25**

8.30-3.30 Monday -Friday

MAIN PURPOSE OF THE JOB

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Midday Meals Supervision.

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Support pupils at lunchtime and ensure that activities are available and that supervision is being provided

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- 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
- Establish constructive and supportive relationships with parents/carers and pupils
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support eg. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Supply the use of ICT in learning activities and develop pupils' competence and independence in its use
- 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

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity 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 role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school

- 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

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

PERSON SPECIFICATION

EXPERIENCE

Working with or caring for children of relevant age

QUALIFICATIONS/TRAINING (Essential Requirements)

- Good numeracy/literacy skills
- Completion of DfES Teacher Assistant Induction Programme
- NVQ 2 in teaching assistance or equivalent qualifications or experience
- Training in the literacy/numeracy strategy
- First aid training/training in specific medical procedures as appropriate

KNOWLEDGE/SKILLS (Essential Requirements)

- Effective use of ICT to support learning
- Use of other equipment technology - video, photocopier
- Knowledge of relevant polices/codes of practice and awareness of relevant legislation
- General understanding of national curriculum and other basic learning programmes
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these