



Teaching Assistant

Job Description

Responsible to:

Head of Boardman

Job Purpose:

The Teaching Assistant will encourage pupils to participate in the social and academic life of the school, help enable them all to become more independent learners and help to raise their standards of achievement.

Duties:

Support for the pupil

- plan and teach activities/lessons which are appropriate for the children's developmental stage;
- differentiate tasks where appropriate, attending to additional learning needs when appropriate;
- provide pastoral care for all pupils;
- establish and maintain relationships with pupils and parents;
- be an effective model for pupil behaviour and support pupils by implementing appropriate strategies for positive behaviour;
- work with pupils, with guidance from the class teacher, to help them achieve their next steps and individual targets;
- supervising children at morning care, lunch time, break times and after care.

Support for teachers

- to work to a timetable supporting a class teacher but be flexible enough to support any teacher in any year group when asked to by the Head of Boardman;
- to be a key worker for a group of children in the class;
- support teachers in the everyday running of their class;
- assist in the planning, delivery and evaluation of learning activities;
- lead group activities and work with individual pupils to ensure good coverage of the EYFS or National Curriculum framework;
- help prepare resources for the activities planned;

- assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken;
- using assessments of individual pupils, input these into the school's chosen online learning journal, such as Tapestry or Seesaw, to track individual children;
- raise strengths and difficulties of individual pupils to class teachers;
- write written report summaries for key children, if working within the EYFS;
- attend parent evenings and report key children's progress to parents, if working within the EYFS;
- liaise with staff in the Learning Zone and assist in the monitoring of Individual Support Plans (ISPs) for children who need learning support;
- assist in reviewing statements of Special Educational Needs;
- liaise with external agencies if appropriate to support key children;
- raise the awareness of teaching staff to any pressures on pupils which may result in behaviour problems;
- provide support for teachers in developing effective approaches to managing behaviour both inside and outside the classroom;
- assist in the maintenance of a safe environment for pupils and staff;
- support the use of ICT in the classroom;
- accompanying children on educational visits;
- assist in the presentation of display materials;
- support teaching staff or senior colleagues with routine administration, such as photocopying, managing records and filing.

Support for the School

- follow best practice for safeguarding children procedures in line with the school's Child Protection Policy;
- translate school policies, code of conduct and staff handbook into practice;
- adhere to Health and Safety legislation and the school's operating policies;
- respect confidentiality of pupils' records and understand the legislation around GDPR;
- ensure effective working relationships with colleagues and parents;
- contribute to the maintenance of pupils' safety and security;
- review and develop their own professional practice;
- undertaking duties such as break duty, lunch duty, morning care duty and after care duty;
- assisting with Boardman holiday camps for at least one week per annum.

The above list of duties is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Head of Boardman. Furthermore, in order for Beachborough to remain at the forefront of 'best practice', new responsibilities may be added in the future following discussion with the post holder.