



JOB DESCRIPTION

Job title: Teaching Assistant

Responsible to: Class Teacher / Senior Leadership Team / Headteacher

Grade: Scale 4 / 5

Job Purpose: 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.

Main responsibilities and duties

1. Support for pupils

- 1.1 Supervise and provide particular support for pupils, including those with special needs, working on a one to one basis is required, ensuring their safety and access to learning activities.
- 1.2 Assist with the development and implementation of Individual Education / Behaviour plans and Personal Care programmes.
- 1.3 Establish constructive relationships with pupils and interact with them according to individual needs.
- 1.4 Promote the inclusion and acceptance of all pupils.
- 1.5 Encourage pupils to interact with others and engage in activities led by the teacher.
- 1.6 Set challenging and demanding expectations and promote self-esteem and independence.
- 1.7 Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

2. Support for teacher

- 2.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- 2.2 Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

- 2.3 Assist with the planning of learning activities.
- 2.4 Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
- 2.5 Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- 2.6 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.
- 2.7 Establish constructive relationships with parents/carers.
- 2.8 Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- 2.9 Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

3. Support for the curriculum

- 3.1 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- 3.2 Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- 3.3 Support the use of IT in learning activities and develop pupils' competence and independence in its use.
- 3.4 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

4. Support for the school

- 4.1 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.
- 4.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 4.3 Contribute to the overall ethos/work/aims of the school.
- 4.4 Attend and participate in relevant meetings as required.
- 4.5 Participate in training and other learning activities and performance development as required.
- 4.6 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

- 4.7 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.
- 4.8 Assist with the supervision of pupils with another support staff during the first day of the absence of your class teacher.

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you.

Teaching Assistant Level 2 – Person Specification

- 1. Experience**
 - 1.1 At least two years working with or caring for children of relevant age
- 2. Qualifications**
 - 2.1 Good numeracy/literacy skills. GCSE Level C or above.
 - 2.2 Completion of DfES Teacher Assistant Induction Programme.
 - 2.3 NVQ3 for Teaching Assistants or equivalent qualifications
- 3. Knowledge, Skills and Abilities**
 - 3.1 Knowledge and ability to use IT effectively to support learning.
 - 3.2 Reasonable word processing skills.
 - 3.3 Use of other equipment technology – video, photocopier.
 - 3.4 Understanding of relevant policies/codes of practice and awareness of relevant legislation.
 - 3.5 General understanding of National/Foundation Stage Curriculum and other basic learning programmes/strategies.
 - 3.6 Basic understanding of child development and learning.
 - 3.7 Ability to self-evaluate learning needs and actively seek learning opportunities.
 - 3.8 Ability to relate well to children and adults.
 - 3.9 Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School / Nursery is promoted and safeguarded and to report any child protection concerns to the Headteacher using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Signed :

Date :