

JOB DESCRIPTION

JOB TITLE: Teaching Assistant

GRADE: BG5

REPORTS TO: Class Teacher, SENCO, SLT/Headteacher

LIASON WITH: Teaching staff, support staff, Headteacher, pupils, parents

PURPOSE OF JOB

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and Academy policies and procedures.

ACCOUNTABILITIES

- Working with individuals or small groups of children under the direction of teaching staff
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.

DUTIES

- Establish positive relationships with pupils supported.
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with Academy policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid
- To assist with the preparation, maintenance and control of stocks of materials and resources

- Assist with the development and implementation of individualised programs, e.g. Education & Health Care Plan (EHCP)
- Liaise with other staff and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times and facilitate games and activities
- To assist with escorting pupils on educational visits.
- To undertake lunchtime duties on a contracted regular basis.

General Accountabilities

- To understand and apply Waycroft MAT policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant MAT meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety and safeguarding in the workplace
- Ensure that all duties and services provided are in accordance with the MAT's Equality and Diversity Policy
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Name of Employee: _____

Signed: _____ Date: _____

Signed by Line Manager/Headteacher: _____ Date: _____