



Teaching Assistant

JOB PURPOSE

To work under the guidance of the class teacher and SENDCo to enable access to learning for pupils and to assist in the management of pupils and the classroom and at lunchtimes.

SUPPORT FOR PUPILS

- * Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities both inside and outside
- * 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 learning 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
- * Administer First Aid as required (Training 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 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 relationships with parents/carers
- * Provide clerical/admin support e.g. photocopying, filing etc.

SUPPORT FOR THE CURRICULUM

- * Work with groups of children in both the indoor and outdoor teaching areas on a daily basis
- * Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- * Undertake programmes linked to local and national learning strategies e.g. English, maths, Early Years, recording achievement and progress and feeding back to the teacher
- * Support the use of technology 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, security, confidentiality and data protection, reporting all concerns to an appropriate person
- * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- * Contribute to the overall ethos/work/aims of the school and demonstrate the school CARE values
- * 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
- * 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 school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Preparing children for the future through academic excellence and individual care