



## TEACHING ASSISTANT JOB DESCRIPTION

**The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

Working under guidance: provide support for pupils who require help to enable access to learning and to assist in the management of pupils.

Provide specialist support in a specific area of curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.

### **SUPPORT FOR PUPILS**

- To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ASPs
- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.
- Give regular feedback on children's progress to the class teacher and file records.
- Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.
- Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to act independently as appropriate.
- To occasionally supervise whole classes as required.

### **SUPPORT FOR TEACHERS**

- Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies.
- Under the direction of the teacher prepare the classroom for lessons and clear afterwards, as appropriate.
- Undertake basic pupil record keeping and update records, in conjunction with the class teacher.
- Assist in the development and implementation of behaviour management strategies.
- Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Assist and support the class teacher in routine tests and exams and undertake routine marking of pupil's work.

### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.

This job description is not intended to be fully comprehensive of the role in which a Teaching Assistant is employed; however, it provides an indicator of the main functions and responsibilities expected; any breach or non-compliance to this description or policies and procedures will be treated as an act of gross misconduct.