Job Description		
Grade 4 Teaching Assistant	Mapperley Plains Primary and Nursery School	Profile Learning Support 4a PRI

Job Purpose: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task. The post holder will play an important role in supporting children's learning, wellbeing and inclusion through a combination of classroom support, pastoral intervention work and whole-class teaching during teachers' PPA time.

Key Responsibilities

1. Using specialist (curricular/learning) skills/training/experience to support pupils
2. Assisting with the development and implementation of Individual Education/Behaviour Plans
3. Establishing productive working relationships with pupils
4. Promoting the inclusion and acceptance of all pupils
5. Supporting pupils consistently whilst recognising and responding to their individual needs
6. Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities
7. Promoting independence and employing strategies to recognise and reward achievement of self reliance
8. Providing feedback to pupils in relation to progress and achievement
9. Setting challenging and demanding expectations and promote self-esteem and independence
10. Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
11. Supporting provision for pupils with special needs including specialist support
12. Working with the teacher to establish an appropriate learning environment
13. Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
14. Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
15. Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
16. Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
17. Undertaking marking of pupils' work and accurately record achievement/progress
18. Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
19. Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings
20. Administering and assessing routine tests and invigilate exams/tests
21. Undertaking home visits as required
22. Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
23. Assisting in the development and implementation of appropriate behaviour management strategies
24. Facilitating smooth transition between educational phases

25. Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc
26. Supporting pupils in their learning in all areas of the curriculum
27. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
28. Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
29. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
30. Helping pupils to access learning activities through specialist support
31. Determining the need for, preparing and maintaining general and specialist equipment and resources
32. Providing appropriate guidance and support in the training and development of staff as appropriate
33. Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours
34. Providing cover for the provision of PPA time for teaching staff, plus short term cover for absence for other staff
35. Supervising pupils on visits, trips and out of school activities as required
36. Supporting Teaching Assistant students in school settings
37. Supporting the delivery of pastoral, nurture and wellbeing interventions for individuals and groups of children.
38. Supporting positive play, wellbeing and social development through the school's OPAL provision and wider enrichment opportunities.

General Responsibilities

39. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
40. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
41. Contribute to the overall ethos/work/aims of the school
42. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
43. Attend and participate in regular meetings
44. Participate in training and other learning activities as required
45. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
46. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
47. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
48. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
49. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

Person Specification
See separate Person Specification document