



SAWLEY JUNIOR SCHOOL

Wilmot Street, Sawley, Long Eaton, Nottingham NG10 3DQ
Telephone: 0115 973 3626 Fax: 0115 973 4036
E-mail: info@sawley-jun.derbyshire.sch.uk Website: www.sawleyjunior.co.uk
Headteacher: Mrs A Burton Deputy Headteacher: Mrs L Taylor



JOB DESCRIPTION

JOB TITLE: Teaching Assistant

GRADE: Level 4 HLTA

RESPONSIBLE TO: The Headteacher and Governing Body & the School Business Manager

JOB PURPOSE: To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals, groups or whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. Responsibility for the management and development of a specialist area within the school and/or the management of other teaching assistants including allocation and monitoring of work, appraisal and training.

MAIN DUTIES & RESPONSIBILITIES

1. Undertake responsibility for whole classes at the request of Senior Leadership or the School Business Manager. Within an agreed system of supervision, plan and/or deliver challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
2. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
3. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
4. Work within an established behaviour policy to anticipate and manage behaviour constructively promoting self-control and independence.
5. Deliver local and national learning strategies recording achievement and progress and feeding back to the teacher.
6. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
7. Assist with the development and implementation of Individual Education/Behaviour Plans.
8. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
9. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
10. Promote the inclusion and acceptance of all pupils within the classroom.
11. Support pupils consistently whilst recognising and responding to their individual needs.
12. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

13. Provide feedback to pupils in relation to progress and achievement.
14. Provide support for the teacher in assessing pupils' responses to learning activities and, where necessary, modifying the activities to achieve progression towards intended learning outcomes.
15. Liaise with teachers in designing and delivering appropriate learning opportunities to meet specific learning needs.
16. Adapt and modify planned activities for pupils who are making extremely slow progress.
17. Effectively communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations.

SUPPORT FOR TEACHERS

1. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
2. Provide adequate feedback to the teacher on the progress pupils have made in groups under your supervision.
3. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
4. Assist with the planning of learning activities.
5. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
6. Undertake marking of pupils' work and accurately record achievement/progress.
7. Work closely with the class teacher in preparing resources e.g. setting up activity tables for lessons.
8. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
9. Report to teachers on the behaviour of pupils during lessons and any issues arising.
10. Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress.
11. Respond knowledgeably to any questions from pupils about process and procedures.
12. Ensure the health, safety and welfare of pupils is maintained at all times.
13. Promote social and emotional development of pupils.
14. Support the use of ICT.

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

1. Manage other teaching assistants.
2. Liaise between senior managers/teaching staff and teaching assistants.
3. Hold regular team meetings with managed staff.
4. Represent teaching assistants at teaching staff/management/other appropriate meetings.
5. Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

IN ADDITION:-

1. Contribute to the overall ethos, aims and work of the school.
2. Be aware of, uphold and contribute towards the development of the school's policies and procedures.
3. 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. Participate in appropriate school-based meetings. (paid)
5. Undertake any administrative duties relevant and appropriate to this post.
6. Participate in training and other learning activities and performance development as required.
7. Accompany teaching staff and pupils on visits, trips and out of school activities (paid) as required.
8. Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

Experience	• Experience working with children of relevant age in a learning environment
Qualifications	• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths • Training in relevant learning strategies e.g. literacy • Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
Knowledge/Skills	• Can use ICT effectively to support learning • Full working knowledge of relevant policies/codes of practice/legislation • Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies • Good understanding of child development and learning processes • Understanding of statutory frameworks relating to teaching • Ability to organise, lead and motivate a team • Constantly improve own practice/knowledge through self-evaluation and learning from others • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these