

PLYMOUTH CITY COUNCIL

DEPARTMENT FOR LIFELONG LEARNING

JOB DESCRIPTION

POST TITLE: Teaching Assistant (Pupil Support)

LOCATION: Cann Bridge School

GRADE: Grade C

HOURS:

RESPONSIBLE TO: Headteacher and Governors

MAIN PURPOSE OF JOB: To work under the instruction/guidance of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Duties and Responsibilities to include:

Support for Pupils

- 1 Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- 2 Supervise and support pupils ensuring their safety and access to learning.
- 3 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- 4 Promote the inclusion and acceptance of all pupils.
- 5 Encourage pupils to interact with others and engage in activities led by the teacher.
- 6 Encourage pupils to act independently as appropriate.

Support for the Teacher

- 7 Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- 8 Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- 9 Undertake pupil record keeping as requested.
- 10 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- 11 Gather/report information from/to parents/carers as directed.
- 12 Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum

- 13 Support pupils to understand instructions.
- 14 Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
- 15 Support pupils in using basic ICT as directed.

- 16 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for the School

- 17 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.
- 18 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 19 Contribute to the overall ethos/work/aims of the school.
- 20 Appreciate and support the role of other professionals.
- 21 Attend relevant meetings as required.
- 22 Participate in training and other learning activities and performance development as required.
- 23 Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes.
- 24 Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Plymouth City Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.