



Job Description

Teaching Assistant/Early Years Support Assistant/Higher Level Teaching Assistant

JOB PURPOSE

- To contribute to the overall ethos, aims and work of the school
- To be a positive team member
- To work with class teachers and SENDCo to raise the learning and attainment of pupils of all abilities
- To promote pupils' independence, self-esteem and social inclusion
- To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

DUTIES

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Child Safe in Education, Prevent, Statutory Guidance for the Early Years Foundation Stage)
- Promote the safeguarding of all pupils in the school

The TA/EYSA/HLTA will be required to follow school policies and the staff code of conduct.

Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Assist with the development and delivery of SEN plans
- To supervise children at play on a rota or otherwise basis

- To support children's learning in the outdoor learning environment
- To support children's independence and personal care, following policies for intimate care

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential
- To be, in the EYFS, a key person for individuals or groups of children
- Use ICT skills to support learning as required
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- To provide clerical and administrative support e.g. photocopying, filing
- Prepare and routinely maintain classroom materials/resources/displays
- To use own initiative
- Teaching Assistants to supervise a class if the teacher is temporarily unavailable
- Higher Level Teaching Assistants to cover and lead class teaching (under supervision) as and when appropriate e.g. PPA, short-term absence

Planning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils, delivering activities inside or outside the classroom
- Prepare work and activities in advance, in accordance with the objectives set out by the teacher or SENDCo

Working with staff, parents/carers and relevant professionals

- Support greeting and departing routines for children and parents
- Communicate effectively with parents and carers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning
- To follow advice from professionals from other agencies
- To play an active role in supporting the professional development of trainees and apprentices

Health and Safety

- To follow and support the school's Health and Safety policies and procedures at all times
- To deliver First Aid to children and adults, following appropriate training
- To administer medication as necessary, following appropriate training
- To support with medical plans as necessary, following appropriate training

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Attend staff meetings and INSET sessions as appropriate
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal process

Other areas of responsibility

Please note, that the post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager