



Queen's Drive Infant School

Job Description



Job Title: Teaching Assistant

Grade: Level 2 Grade 6

Purpose of Job: Working under the direction of the Class Teacher to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom.

Specific Duties

Supporting the Pupil

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for pupils
2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed
3. Encourage and promote the inclusion and acceptance of all pupils
4. Aid the learning of pupils by:
 - Clarifying and explaining instructions
 - Ensuring that the child is able to use the equipment and materials provided
 - Motivating and encouraging the child as required
 - Supporting pupils in respect of local and national learning strategies, e.g. literacy, numeracy, IT etc
 - Developing appropriate resources to support the pupil/pupils
 - Helping pupils to concentrate and to finish the work set
 - Liaising with the Class Teacher about EHCP's & Provision Maps
5. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher
6. Provide personal care where necessary

Supporting the Teacher

1. Organise the learning environment and develop classroom resources as required
2. Monitor and track progress and provide feedback to assist in developing Provision Maps for children with additional needs
3. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems, etc
4. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising
5. Undertake support activities for the teacher as required

Supporting the Curriculum

1. Undertake programmes linked to local and national learning strategies - e.g. literacy, numeracy, early years - recording achievement and progress and feeding back to the teacher
2. Support the use of IT in learning activities and develop pupils' competence and independence in its use
3. Provide targeted support to enhance learning and improve attainment

Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Accompany staff and pupils on visits, trips and out-of-school activities as required
3. Develop and maintain effective relationships with other staff, parents and carers
4. Attend relevant meetings as required
5. Complete any other duties required by the school relevant to the role