**TEACHING ASSISTANT WITH ADMINITRATIVE RESPONSIBILITIES – GENERAL JOB DESCRIPTION**

**LEVEL 2** - To work under the instruction/guidance of teaching/senior staff to undertake

work/care/support/intervention programmes, to enable access to learning for pupils and to assist the

teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**SUPPORT FOR PUPILS**

• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities

• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes

• Establish constructive relationships with pupils and interact with them according to individual needs

• Promote the inclusion and acceptance of all pupils

• Encourage pupils to interact with others and engage in activities led by the teacher

• Set challenging and demanding expectations and promote self-esteem and independence

• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

**SUPPORT FOR TEACHERS**

• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work

• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

• Assist with the planning of learning activities

• Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed

• Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc.

• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

• Establish constructive relationships with parents/carers

• Administer routine tests and invigilate exams and undertake routine marking of pupils’ work

• Provide clerical/admin. Support e.g. photocopying, typing, filing, money, etc.

**SUPPORT FOR THE CURRICULUM**

• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

• Undertake programmes linked to learning strategies, intervention strategies, early years recording achievement and progress and feeding back to the teacher the impact of these programmes

• Support the use of ICT in learning activities and develop pupils’ competence and independence in its use

• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

**SUPPORT FOR THE SCHOOL**

• 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

• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

• Contribute to the overall ethos/work/aims of the school

• Appreciate and support the role of other professionals

• Attend and participate in relevant meetings as required

• Participate in training and other learning activities and performance development as required

• Assist with the supervision of pupils out of lesson times, including break times.

• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

# Administrative Support

This role requires 6 hours of administrative support per week. The admin role responsibilities will be supporting with the administrative and organisational processes within the school. There will be times act as the initial point of contact for parents, visitors and other stakeholders. All staff will be ambassadors for the school and embody the value, vision and ethos of the school in all interactions.

# Admin Duties and responsibilities

* Update and maintain the school calendar
* Assist with managing the school’s email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
* Report any issues with the school’s IT systems
* Provide administrative support to staff as needed
* Update and Maintain the School Website.

**Experience**

• Working with or caring for children of relevant age

**Qualifications**

• Good numeracy/literacy skills

• Completion of DfES Teacher Assistant Induction Programme

• NVQ 2 for Teaching Assistants or equivalent qualifications or experience

• Training in the relevant learning strategies e.g. Talk Boost, ELSA.

• First aid training/training as appropriate

**Knowledge & Skills**

• Effective use of ICT

• Use of other equipment technology – ipads, photocopier

• Understanding of relevant polices/codes of practice and awareness of relevant legislation

• Basic understanding of child development and learning

• Ability to self-evaluate learning needs and actively seek learning opportunities

• Ability to relate well to children and adults

• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these