



## Teaching Assistant Job Description

Grade 2 (SCP 1 – 3)

*Whilst the line management arrangements vary from school to school, it is likely that the post holder will report to one of the following:*

**Class Teacher / SENCo / Headteacher / Assistant/Deputy Headteacher**

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### Main purposes of the job

- To work under the direct instruction of the class teacher/SENCo to support the learning activities in the classroom.
  - To provide general support to the class teacher in the organisation and management of pupils and the classroom.
  - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
  - To support the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
  - To promote and contribute to the achievement of both the Trust and school's aims and values.
  - See also Teaching Assistant Professional Standards Document.
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### Main responsibilities and tasks

#### Support to pupils

1. Under instruction from the class teacher/SENCo, support pupils learning by working with individuals or groups of pupils, including those with identified needs. Work will involve assisting the pupils to understand the activity and using appropriate strategies to keep pupils 'on task' and engaged in the work set.
2. To meet the personal and physical needs of pupils such as feeding, toileting and assisting with mobility as necessary whilst encouraging their independence.
3. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy. Encourage pupils to take responsibility for their own behaviour.
4. To assist with the general pastoral care of the pupils, including helping pupils who are unwell, distressed or unsettled, encouraging and modelling positive behaviour in line with the school's behaviour policy.
5. Under the direction of the SENCo / Headteacher undertake specific intervention programmes as required by individuals or small groups.

#### Support to teachers

6. To prepare the classroom with basic resources and equipment as directed by the teacher and assist the pupils in their use.

7. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson when requested.
8. To provide regular feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
9. To be aware of the planning of work and activities.
10. To provide general clerical support to the teacher, as appropriate e.g. photocopying, laminating, filing, display creation etc as required.

## Support to the school

11. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
12. To assist with the supervision of pupils out of lesson time, but within both the school day and contracted hours as necessary for their safety. To include lunch time supervision.
13. Following appropriate training undertake First Aid / administer medication.
14. To accompany the competent lead and pupils on visits, and out of school activities as required.
15. To attend relevant meetings and participate in training opportunities and professional development as required.
16. To adhere to school health and safety policy including risk assessment and safety systems
17. To adhere to school policy on equality and diversity.
18. To support home to school/community links. Establish and maintaining constructive relationships with parents and carers.
19. To adhere to all Trust and school policies and procedures (list shared at induction).

## Support for the curriculum

20. To assist with the development of basic Literacy, Numeracy, and ICT skills and to support their use in learning activities.
21. To promote high quality communication and articulation by modelling and engaging pupils in conversation.
22. Undertake tasks to support the curriculum and assist with events organised as part of the curriculum.

## Safeguarding Responsibilities

23. To understand the safeguarding responsibilities which are part of your employment and your role.
24. To adhere to all safeguarding policies and procedures at all times (both Trust and statutory).
25. To act and always be seen to act in the child's best interests.
26. To avoid any conduct which would lead any reasonable person to question your motivations and intentions.
27. To take responsibility for your own actions and behaviour.
28. To undertake and complete all safeguarding training as required and to ask questions if you do not understand your responsibilities.

The duties and responsibilities of any post may at the discretion of the Headteacher change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

Each Orwell Multi Academy Trust school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others maybe engaged on a narrower range of tasks.

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<b>Signature of Headteacher:</b>	.....	<b>Date:</b>	..... / .....
<b>Signature of post holder:</b>	.....	<b>Date:</b>	..... / .....

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