

Job Description: Teaching Assistant Scale 3.

Purpose of the Job:

To provide support for pupils, the teacher and the school in order to raise achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

Major Duties and responsibilities.

- To work with individual children and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.
- To help pupils to access the full curriculum, at the same time promoting independent learning.
- To observe pupils performance, and using systems in place in the school, provide the teacher with feedback on pupil progress and help maintain individual and group records.
- To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
- To help prepare and maintain a purposeful, orderly and supportive environment for learning.
- To provide care with regard to the physical welfare of children.

Accountabilities.

- To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/senior teaching assistant/Head.
- To support the organisation of the Learning Environment, including the production, maintenance and storage of resources.
- To meet regularly with the class teacher during contracted hours to discuss children's progress and to plan and review support.
- To attend formal meetings during to discuss children's progress with parents and other professionals as part of the relevant staff group.
- To support the school's aims and ethos.
- To familiarise with, actively support and comply with the schools procedures e.g. Health and Safety, Racial Equality, Child Protection, Behaviour etc.
- To undertake playground duties as directed by the Head Teacher.
- To understand care tasks related to children's physical welfare in accordance to LEA guidance and procedures.
- To accompany children on educational visits and trips.
- To actively participate in the schools performance management scheme, as specified in school policy, meeting regularly with their line manager, in accordance to with the scheme, ensuring the performance targets are set and met within the agreed time scale.
- To undertake other relevant and appropriate training as identified with the line manager at a performance management review.
- To undertake other similar duties commensurate with the grade provided such duties are within the competence of the post holder.

- To support the teaching of the National Literacy Strategy and National Numeracy Strategy, helping pupils with activities which develop their literacy and numeracy skills.
- To prepare and deliver structured intervention programmes and catch up programmes to support the development of literacy and numeracy skills.
- To provide targeted support to individuals and groups, including those pupils with EAL or special educational needs.
- To contribute to the completion of plans for group teaching and learning.

Personal Qualities.

- The ability to work as part of a team.
- The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
- The ability to establish and maintain effective working relationships with teachers and other members of staff.
- The ability to accept guidance and direction from teachers and senior teaching assistants.
- The ability to distinguish between the roles and responsibilities of the Teaching Assistant and the class teacher.
- The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence.
- Awareness of how pupils learn and various factors which affect their learning.
- Awareness of the need to show respect and value pupils as individuals.
- An understanding and commitment to inclusive education.
- A willingness to undertake paid training to develop job related skills.
- A sympathetic approach to parents and an understanding of the need for confidentiality.
- A commitment to the Authority's Equal Opportunities Policy.
- Be prepared to work throughout the school with any age group.
- The ability to adapt to differing environments within the school and to the needs of different children.
- An understanding of and sympathy with the aims of the school.
- To be able to develop expertise and specialist skills in at least two of the following areas:

EAL

Communication and interaction difficulties

Cognition and learning difficulties

Behavioural, emotional and social development needs

Sensory and/or physical impairment

Use of ICT in the classroom

Developing literacy skills

Developing Numeracy skills.