



Teaching Assistant Job Description

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support 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. Teaching Assistants may be asked to provide cover in different phases/classrooms in cases of illness/absence of other colleagues.

SUPPORT FOR PUPILS

General TA Duties:

- Establish constructive relationships with all pupils in the class 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

Working on a 1:1 basis:

- Be available from 08:30 to meet the child
- Support the child in class and throughout the school day
- Maintain a good relationship with parents based on a professional dialogue, for example handover and communication logs at the end of the day with a reflection on how the day has gone
- Provide 1:1 support to differentiate activities, tasks and learning outcomes
- Work closely with class teacher and other teaching assistants in class to ensure that the child's needs are met
- Support child with social and learning activities as required, and help them with communication difficulties
- Work with all external professionals, follow their advice to develop an effective, practical approach and supporting activities that can lead to a positive experience
- Support Individual Behaviour Plan and Individual Education Plan targets and review meetings to report and discuss the child's progress
- Plan and deliver interventions to support the pupil's needs following guidance from outside agencies and inclusion co-ordinator.

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 pupils' 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, administer coursework etc

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- 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
- Support the use of ICT in learning activities and develop pupil 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
- 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

HEALTH AND SAFETY

- Cooperate with health and safety requirements
- Report all defects on the maintenance forms and return them to the office
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for their health, safety and welfare
- Do not undertake unsafe acts
- Inform Headteacher of any “Near-Misses”
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off-site issues
- Raise health, and safety and environmental issues with pupils

Notes:

This is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Phase Leader.

Postholder's signature:

Date:
