



# Drake Primary Academy Teaching Assistant Job Description



**Name:**

**Responsible to:** Executive Head Teacher and SENCO

**Liaises with:** Class teacher and SENCO

**Main purpose of job:**

To undertake support programmes to enable access to learning for all pupils and to assist the teacher in the management of pupils and the classroom.

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classrooms or outside the main teaching area.

**DUTIES AND RESPONSIBILITIES**

**Support for pupils:**

1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
2. To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
3. To establish a constructive relationship with the pupils and interact with them according to individual needs;
4. To promote the inclusion and acceptance of all children;
5. To set appropriately challenging, demanding expectations and promote self-esteem and independence;
6. To provide the necessary pastoral care to enable children to feel secure and happy;
7. To provide intimate care as required;
8. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;

**Support for teachers:**

9. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
10. Monitor pupil's responses to learning activities and accurately record achievement as directed;
11. Provide detailed and regular feedback about the children to the teacher;
12. Contribute to the maintenance of children's progress records;
13. Participate in the evaluation of the support programme;

14. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
15. Establish constructive relationships with parents/carers;
16. Administer routine tests/tasks and undertake some marking of children's work;
17. Support class teachers in photocopying and other tasks in order to support teaching

**Support for the Curriculum:**

18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
19. Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher;
20. Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
21. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

**Support for the academy:**

22. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
24. Contribute to the overall ethos/work/aims of the academy;
25. Appreciate and support the roles of other professionals;
26. Attend and participate in relevant training/ meetings as required;
27. Where appropriate develop a relationship to foster links between home and academy;
28. Liaise, advise and consult with other members of the team supporting the children as appropriate;
29. Contribute to reviews of children's progress as appropriate,
30. Set a good example in terms of dress, punctuality and attendance;
31. Prepare and present displays of children's work as required;
32. Undertake other duties from time to time as required by the headteacher.

**Arrangements for appraisal of performance**

The role of the Teaching Assistant will be monitored through the appraisal programme and by members of the SMT.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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