

JOB DESCRIPTION – TEACHING ASSISTANT

Post Title:	Teaching Assistant 2
Grade:	Bexley 05
Responsible to:	Teacher/ Senior Staff
Responsible for:	No Staff
Functional links with:	Pupils and Teaching Staff

Main purpose of the job:

To work under the instruction / guidance of teaching / senior staff to undertake work / care /support programmes, to enable access to learning for pupils including those with special needs, 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.

Major Duties and Responsibilities:

1. Assist teachers by supporting pupils in their learning in order to ensure their continuing educational development.
2. Assist teachers in fostering an attractive learning environment to ensure that pupils spend their school life in stimulating surroundings.
3. To assist teachers and senior managers in preparing resources and equipment as necessary, in order to support pupils' learning.
4. To assist teachers to maintain clear records and observations so that pupils receive the maximum benefit from their education.

Resources:

Small amounts of cash collected weekly from pupils.

Job Activities:

1. Supervise pupils ensuring their safety and encourage pupils to be independent in order to interact with others, engage in activities led by the teacher and to act independently.
2. Supervise and assist with any toileting needs as required.
3. Establish good relationships with pupils, acting as role model reporting progress and achievements to teacher as agreed.
4. Awareness of individual needs and respond appropriately ensuring all pupils have equal access to learning.
5. Respond to pupils minor welfare and personal needs and ensuring pupils requiring regular medication are given timely reminders.
6. Awareness of the school's educational and behavioural policies for developing pupils.

7. Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of pupils work.
8. Record individual pupil's behavioural difficulties, discussing with teacher appropriate responses and carrying them out.
9. Undertake pupil record keeping, collecting information from/to parent/carers as directed.
10. Provide basic clerical and typing support for teacher.
11. Assist the teacher developing effective methods of explaining basic ICT applications and supporting pupils in their use.
12. Prepare and maintain equipment/resources as directed, assisting in their use.
13. Work within pre-determined guidance, policies, procedures and teachers guidance.
14. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
15. Attend weekly meetings and discussions, which contribute to the overall work of the school.
16. Awareness of the school's educational and behavioural policies for developing pupils. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
17. Any other duties as directed by the School or Trust leadership teams.