

JOB DESCRIPTION

POST TITLE:	Teaching Assistant
LOCATION:	Widely Court Primary School
GRADE:	Connect Band C
RESPONSIBLE TO:	Headteacher and Governors
MAIN PURPOSE OF JOB:	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.

Duties and Responsibilities to include:

Support for Pupils

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2. Establish constructive relationships with pupils and interact with them according to individual needs.
3. Promote the inclusion and acceptance of all pupils.
4. Encourage pupils to interact with others and engage in activities led by the teacher.
5. Set challenging and demanding expectations and promote self-esteem and independence.
6. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the Teacher

7. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
8. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
9. Assist with the planning of learning activities.
10. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
11. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
12. 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.
13. Establish constructive relationships with parents/carers.
14. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
15. Provide clerical/admin support eg photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

16. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
17. Undertake programmes linked to local and national learning strategies eg literacy, phonics, numeracy, early years recording achievement and progress and feeding back to the teacher.
18. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
19. 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

20. 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.
21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
22. Contribute to the overall ethos/work/aims of the school.
23. Appreciate and support the role of other professionals.
24. Attend and participate in relevant meetings as required.
25. Participate in training and other learning activities and performance development as required.
26. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime, when required.
27. 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.

Other duties agreed with the Headteacher

- Lead or assist with any extra curricular clubs.

The contents of this job description are known to and have been discussed as appropriate with the member of staff in question.

Signature: _____

Date: _____