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**Teaching Assistant (Grade 3-PPA) - Job Description**

**Line of Responsibility:** Responsible to Senior Leadership Team/Head Teacher

**Key Purpose:** to cover whole classes in the absence of class teachers e.g. during their PPA, leadership release time or absence due to illness. This role will complement the professional work of teachers by taking responsibility for agreed learning activities, this will involve planning, preparing and delivering learning activities for whole classes using planning provided. It will also involve monitoring pupils and assessing, recording and reporting on pupil achievement, progress and development.

**Main Activities:**

* To provide whole class cover across the school during the absence of teachers e.g. during their PPA, leadership release time or absence due to illness
* Where relevant attend teaching staff briefings and disseminate relevant information to other staff as appropriate.
* Communicate with class teachers regarding the progress of pupils in the areas covered.
* To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for children and colleagues.

**Supporting the pupil**

* To assist pupils in making progress across subject areas.
* Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
* Motivate and encourage pupils to behave well in and around school.
* Acquaint themselves with the SEND processes and support materials available in and around the school for individual pupil or group use.
* Develop a supportive and trusting relationship with other adults and children across the school.
* Promote and reinforce pupil self-esteem through praise and encouragement.
* Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of senior staff.
* Meet the physical and/ or hygiene needs of pupils as required.

**Supporting the school**

* Contributes to the planned teaching and learning activities.
* Record pupil progress to inform future planning for coverage of the National Curriculum.
* Liaise with the teaching staff team to evaluate pupil outcomes and help plan for future learning.
* Ensure a safe environment is maintained within the classroom/ school for all pupils.
* Attend training when appropriate and after consultation with the senior leadership team.
* Be aware of and support all the school policies.
* Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
* Treat as confidential all information on individual pupils and refer parents to the class teacher in the first instance should any questions about individuals be asked.
* Foster positive links between home and school.
* Perform any reasonable duties as requested by the leadership team.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s Equal Opportunities Policy and Code of Conduct.

**Person specification**

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| Criteria | Essential | Desirable |
| **Qualifications and experience** | * Experience in working in a school setting * Experience of working with whole classes in Key Stage 1 and 2 * Ability to deliver and evaluate lessons effectively. * An understanding of the strategies used to raise attainment. * Good English and maths skills | * First Aid trained * Team Teach trained * Experience of working in more than 1 school |
| **Skills and knowledge** | * Ability to work independently * Ability to use own initiative * Good understanding of safeguarding issues * Excellent practitioner | * Good understanding of the National curriculum * Safeguarding training undertaken |