

Teaching Assistant Job Description

Post: Teaching Assistant

Responsible To: Headteacher

Pay Range: Grade 2

1. Job Purpose

- a. To assist and support teaching staff colleagues to deliver and sustain educational excellence to pupils of all abilities.
- b. To inspire the trust and confidence of pupils and staff colleagues.
- c. To actively engage with staff colleagues to share best practice and build team commitment across the school.
- d. To work in support of teaching staff colleagues to improve the quality of pupils' learning and outcomes.
- e. To engage positively with the school's Performance Management process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities.
- f. To help promote the wider aspirations of the school.

2. Ethos

- a. It is the responsibility of all staff to be proactive in communication: communicating issues to their line manager; ensuring that staff e-mails are checked regularly and ensuring calendars are checked regularly for updates.
- b. Actively contribute to and promote the overall ethos / work aims of the School and the wider partnership
- c. Participate in training and other learning activities and performance development as required.
- d. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
- e. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- f. Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.
- g. Undertake any other reasonable tasks and responsibilities as requested by the Senior Leadership Team which fall within the scope of the post

3. Specific Responsibilities Work with individuals and groups of pupils to:

- a. Support learning and development of physical, intellectual, emotional and social skills of children by engaging with and working with pupils through a range of activities/tasks.
- b. Support learning and development by accompanying and working with pupils outside the classroom on trips, visits and other activities, under the direction of the teacher.
- c. Promote the general progress and well-being of individual pupils and classes/ groups.
- d. Recognise and nurture their abilities and aptitudes by the introduction and development of new initiatives, under the guidance of the teacher.
- e. Support the teacher with teaching and assessing (including marking and feedback) for groups
- f. Support and assist the teacher in maintaining good order and discipline in the classroom/ school, by actively engaging with pupils to promote and enforce the school's behaviour policy

- g. Recognise and support social and pastoral needs by actively engaging with groups and individual pupils, both within the classroom and throughout the school day, seeking advice where necessary from the Class Teacher and/or Head of School.
- h. Supervise pupils on the playground and elsewhere on the school site and premises as required as part of the school's agreed duty rota.
- i. Use initiative to solve straightforward problems to assist the progress of pupils.
- j. Seek advice from the teacher in the event that complex or serious problems occur.
- k. Demonstrate tasks to new colleagues and assist in the induction process
- l. Prepare resources as directed by the teacher
- m. Carry out routine administrative tasks
- n. Participate in meetings relating to pupils, as required

4. Safeguarding, equal opportunities and diversity

- a. The school is committed to safeguarding and promoting the welfare of children and young persons at all times. The Teacher will be responsible for promoting and safeguarding the welfare of all children at school, or with whom he/she comes into contact, in accordance with the Safeguarding and Child Protection policies.
- b. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- c. The postholder is required to have read and understood Keeping Children Safe in Education Part 1
- d. The postholder will promote equal opportunities within their role and support the school to celebrate diversity

5. Data Protection

- a. The postholder must comply with the Data Protection Act 1998 and the General Data Protection regulations 2016. In order to do this the postholder agrees to:
 - i. Read, understand and follow the school policies regarding data protection
 - ii. Ensure all personal information (staff, pupil or parent) held by the postholder is
 - 1. Required for the role (if it is not it must not be held)
 - 2. Used for authorised purposes
 - 3. When the information is no longer required, deleting (if in electronic form), shredding (if in paper form) or passing on to an appropriate agency (e.g. a new school) as agreed by the policies
 - 4. Stored confidentially by ensuring
 - a. if the document is in paper form that the number of copies is known, only provided to those individuals authorised to see the information, and destroyed when no longer used
 - b. If the document is in electronic form and stored on a computer that this information can only be accessed by authorised personnel by using password protected login and/or the document is password protected. These passwords must remain confidential to authorised personnel only
 - c. If the document is in electronic form and stored on a memory stick (or other portable storage device) that the memory device is encrypted and/or the document is password protected. These passwords must remain confidential to authorised personnel only
 - iii. Ensure that data information which the postholder is not authorised to view will not be accessed or attempt to be accessed