St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Teaching Assistant Job Description

POST TITLE:	Teaching Assistant
CONTRACTUAL ARRANGEMENTS:	Term time only
ACCOUNTABLE TO:	Headteacher/Class Teacher

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.

Key functions :

SUPPORT FOR PUPILS

- Develop a positive and supportive relationship with pupils
- Be aware of the differing needs of pupils
- Supervise and provide particular support for pupils, particularly those with special needs, ensuring their safety and access to learning activities
- Have high expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHER

- Have a sound knowledge and/or experience of the curriculum.
- Assist with the planning of learning activities and assist the teacher with planning
- Monitor pupils responses to learning activities and accurately record achievement/progress as directed
- Establish constructive relationships with parents/carers
- Support groups within the class for example phonics and circle time.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required

SUPPORT FOR THE SCHOOL

- Undertake training and CPD as required
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times, including break and at lunch time as required
- 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

- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality

1. EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS AND TRAINING
Essential

- Good numeracy and literacy skills, preferably to GCSE Grade C minimum or equivalent
- Ability to effectively use ICT

1. EXPERIENCE

- Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.
- Good understanding of the Curriculum and the related assessments
- Good understanding of child development and learning.

2. JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS
Essential

- Excellent knowledge of child development
- The ability to communicate effectively both orally and in writing
- Good personal organisation e.g. time management
- Ability to work independently and as part of a team
- Ability to show initiative in a range of situations
- Ability to work with tact and diplomacy
- Ability to interact positively with pupils, parents and colleagues
- Some experience of planning as part of a team

Desirable

- Good I.C.T. skills

4. PERSONAL QUALITIES
Essential

- Confidence, warmth, sensitivity, reliability, and enthusiasm
- Ability to communicate effectively with children and young people
- Good interpersonal skills

5. EQUAL OPPORTUNITIES
Essential

- Commitment to equality of opportunity for all, regardless of gender, disability, religion, and ethnic origin