

## Job Description- Teaching Assistant

### MAIN DUTIES AND RESPONSIBILITIES

Whilst the main focus of this role will be to work in classrooms across the school to support teachers in the development and delivery of learning for pupils.

A TA Level 3 post holder will also be expected to undertake cover for absent teachers when required.

### SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of SEND Action Plans or IBPS
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

### SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

## **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

## **SUPPORT FOR THE SCHOOL**

- 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
- 2. Support the Family Lunch Provision
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with DSAT Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

## Totley All Saints CE Primary

Person Specification – Teaching Assistant ATTRIBUTES /REQUIREMENTS	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	Willingness and ability to obtain and/or enhance qualifications and training for development in the post. GCSE in Maths and English or equivalent grade C or equivalent. Ability to demonstrate appropriate skill levels of oracy, literacy and numeracy in all areas. Willingness to undertake professional development related to the role.	NVQ level 2 minimum. First Aid Certificate. Evidence of continued professional development related to the role.	Examination of Certificates Application Form Interview
<b>RELEVANT EXPERIENCE</b>	Genuine interest in working in a primary setting and supporting the needs of pupils.	Previous experience working in a classroom environment within all primary stages and with SEN children. Use of ICT to support learning. Previous experience of supporting pupils with educational, medical, emotional or behavioural needs.	Application Form Interview References
<b>KNOWLEDGE AND SKILLS</b>	Good oracy, literacy and numeracy skills. A secure understanding of and commitment to safeguarding practice in schools. Evidence of a strong commitment to inclusive practice and the development of the whole child. The ability to build strong relationships with all stakeholders including staff, children and parents.	Knowledge of national curriculum and other learning programmes. SEN/Specialist Subject Area. Experience of planning and preparation of a range of intervention strategies (Level 3)	Application Form Examination of Certificates Interview References