



TEACHING ASSISTANT JOB DESCRIPTION

Grade 3 – Point 3 to 5

Key Role:

This role is a combination of class support as well as pupil specific support for our children with needs.

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To lead and maintain positive and enjoyable break and lunch times for pupils including organising and participating in physical games and activities.

To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.

Staff may also supervise whole classes during the short-term absence of teachers (e.g.1 session) and provide cover for the first day of sickness absence. The primary focus will be to maintain good order and to keep pupils on task. In providing cover, Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities planned by the teacher.

Specific Duties and Responsibilities

1. Support for all children and for specific pupils in the classroom

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance.
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations.
- To focus on individual pupils to ensure their needs are being met within the group, and where relevant through their pupil support plan and/or education health and care plan.
- Understand and support independent learning and inclusion of all pupils as required.
- To work with other staff to develop and implement any learning and behaviour plans for pupils.



- To encourage pupils to interact and work co-operatively with others.
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
- To participate in pupils' play and extend and stimulate language through conversation.

2. Support for Teachers

- Occasional supervision of the class in the course of short term absences of teachers and to provide cover for day 1 sickness absence, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision.
- To liaise with other professionals to ensure an appropriate learning environment.
- To set out, prepare, use and tidy equipment.
- To promote home school partnerships.
- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents.
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To 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.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required.
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher.
- To provide general clerical/administrative support, e.g. produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office etc.
- To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.



3. Support for the Curriculum

- To prepare and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs.
- To set out and prepare equipment indoors and outdoors.
- To implement learning strategies as required by the National Curriculum for all primary age children.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To help pupils access learning activities through specialist support.
- To determine the need for, prepare and maintain general and specialist equipment and resources.

4. Support for the School

Supervise pupils in designated areas during midday break including the hall and playground:

- Assist pupils with the collection of food and return of crockery and cutlery and in the clearance of tables, cleaning up spillages and wiping down tables
 - Reinforce and assist pupils to develop good table manners such as using cutlery correctly, remaining in seat until the end of the meal etc.
 - Organise and lead the Play Leaders scheme
 - Maintain high expectations of behaviour during lunch times both inside and outside.
 - Uphold school policies, particularly regarding behaviour management, child protection and inclusion.
 - Organise, prepare and lead safe, creative, varied, age appropriate and fun play based activities and opportunities.
 - Develop learning through play by linking playground provision with curriculum and, more specifically, topic-based themes.
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- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
 - To supervise pupils on outings and visits as required.
 - To help to foster and encourage the social and moral development of the children in the classrooms or hall when it is wet play by initiating and being involved with creative and fun activities as far as possible e.g. colouring, playing board games etc.



- To deal with any accidents and request the help of the appointed first aider when appropriate in line with school policy.
- To attend staff meetings as required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the Headteacher, receiving training where necessary from the school.
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
- To be a proactive member of the school and class team.
- To participate positively and professionally in effective relationships with team members.
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
- To attend relevant courses and learning activities in order to update knowledge as required.
- To take opportunities to develop own areas of interest and expertise.
- To act in a professional manner at all times and respect the confidentiality of school life and in line with the school's social media policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Lime Tree Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.