**Teaching Assistant**

REPORTS TO: Deputy Headteacher

GRADE: Pay band 3

**JOB PURPOSE:**

To enable pupils’ access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by the Class Teacher.

Contribute to the effective organisation of the school with administrative support.

**KEY ACCOUNTABILITIES**

To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both

employment and service delivery.

To fully comply with the Health and safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the

identification of own team development needs.

**PRINCIPAL RESPONSIBILITIES/DUTIES**

**Curriculum Support**

* Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans and learning outcomes
* Assisting the Class Teacher with all curriculum subjects using the Class Teacher’s planned teaching and learning methods
* Providing guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil’s differing levels of development and ability to ensure progression and continuity, including following guidance from external professionals (eg Speech & Language Therapy)
* Supervise individual or small groups of pupils undertaking teacher–led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils’ learning
* Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems
* Assist pupils to develop their independence through undertaking tasks
* Support the use of IT as a tool to enable learning
* Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds and educational needs
* Assist with special activities in the school within school hours (eg sports days, plays, concerts, open days)
* Ensure that pupils work and play together positively and cooperatively, with good behaviour
* Supporting pupils to change for practical activities, where appropriate
* Create a positive learning environment as directed by Class Teacher

**General School Support**

* Be involved in extracurricular activities, (eg clubs, activities, trips, open days, presentation evenings)
* Provide clerical and administrative support, eg photocopying, typing, filing, collation of pupil reports
* Report student and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc
* Attend meetings and training sessions as required.