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**Millfields First School and Pre-School**

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| **Job Title:** | | **Teaching Assistant (TA)** |
| **Grade:** | | **2** |
| **Responsible To:** | | Headteacher |
| **Key Relationships/**  **Liaison with:** | | Teachers, other classroom support staff, SEND co-ordinator |
| **Job Purpose:** | | A TA will work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils. |
| **MAIN DUTIES AND RESPONSIBILITIES:** | | |
| 1. | To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported. | |
| 2. | To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives. | |
| 3. | To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher’s lesson plans. | |
| 4. | To promote the development of pupil's self-reliance, self-esteem and emotional resilience. | |
| 5. | To promote, observe and report on pupil performance and development, using assessment strategies to improve learning. | |
| 6. | To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development. | |
| 7. | To promote the development of positive relationships and acceptable behaviour in accordance with school policy. | |
| 8. | To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team. | |
| 9. | To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum. | |
| 10. | To prepare and utilise ICT resources to support pupils learning. | |
| 11. | To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment. | |
| 12. | To provide care and encouragement to children with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate. | |
| 13. | To support 1-1 behavioural/ academic needs as required | |
| 14. | To enable EYFS children to access their learning opportunities | |
| 15. | To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records. | |
| 16. | To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school. | |
| 17. | To assist volunteers based in your work area, as appropriate. | |
| 18. | To encourage participation in structured and unstructured learning activities, including play. | |
| 19. | To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being. | |
| 20. | Where required to monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly. | |
| 21. | To support, as appropriate, in instances where pupils are unwell whilst at the school. | |
| 22. | If required to provide cover for short term staff absence with additional support and pay | |
| 23. | To work at Millfields Before and After School club- Juniper Club | |
| 24. | Some lunchtime supervision may be required. | |

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

(a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

(b) This post is subject to a check being carried out by the Disclosure and Barring Service regarding any previous criminal record.

**Our school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS disclosure and safeguarding checks.**

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

Postholder’s signature: ………………………………………………….. Date: ……………………….

Headteacher’s signature: …………………………………………….. Date: ……………………….