



Job Description: Teaching Assistant, Wood Farm Primary School

Job purpose

- To work under the instruction and guidance of teaching staff to support access to learning for pupils, and to assist the teacher in the management of pupils and the classroom, and in the overall effectiveness of the school.
- To help secure the best possible outcomes for pupils.

(Work may be carried out in the classroom or outside the main teaching area.)

Support for pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Carry out basic First Aid, including supervising and providing care for pupils who are unwell at school, undertaking appropriate First Aid training
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote children's self-esteem and independence
- Work with small groups of children, including (in early years foundation stage) leading some adult directed group times if required
- Promote the inclusion and achievement of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities, contributing to the planning and assessment of children on a daily basis
- Monitor pupils' responses to learning activities, make observations on progress and accurately record achievement/progress as directed by a teacher or the SENCo
- Provide feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
- Establish and support constructive relationships with parents/carers
- Support assessment of pupils, for example by providing support with reading or writing during statutory testing under the direction of a teacher, or by supervising groups of pupils during assessment
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer etc.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use



- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

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
- 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate fully in training and other learning activities and performance management/appraisal as required
- Assist with the supervision of pupils out of lesson times, including before and after school, at break times and at lunchtime
- 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
- Carry out such reasonable tasks as may be required from time to time by teachers or members of the school leadership team, commensurate with the overall purpose of this post.