

## **TEACHING ASSISTANT**

### **LEVEL DESCRIPTION**

The Teaching Assistant will work under the direction of a teacher in whole class, group, or individual situations. They will have some basic knowledge of specialist communication skills e.g., Makaton and PECS. There will be a need to interpret information or situations and to solve them according to school policy and to refer more complex problems to the class teacher. All tasks will be carried out within recognised procedures or guidelines and the teacher will be available for support or guidance.

### **JOB DESCRIPTION**

#### **Support for pupils:**

- Work with pupils on specific tasks in small group or individual situations as required by the teacher
- Ensure that all personal equipment for pupils is up to date and inform the teacher of any requirements
- Support pupils according to the school policy, pupils' needs and their risk assessments.
- Follow approved strategies outlined in Behaviour Support Plans and report any significant changes in behaviour to the teacher
- Complete accurate records on pupils' progress and achievement in accordance with agreed procedures

#### **Support for the teacher:**

- Assist the teacher to ensure that the aims and objectives of the school are achieved
- Prepare materials, set out equipment, keep equipment sorted and tidy. Report any broken items
- Supervise individual and small groups of pupils
- Supervise pupils on playground/ lunch break as part of a team
- Undertake any photocopying or other administrative tasks that may be required
- Put up wall displays etc. as directed by the class teacher
- Produce teaching aids and materials as required by the class teacher

### Support for the curriculum:

- Use computer programs and other ICT equipment to support student's learning as appropriate.
- Use basic Makaton signs and PECS
- Undertake tasks to support the curriculum and assist with events connected to the curriculum e.g., Sports Day, Multicultural events, Swimming etc.
- Support the implementation of Government and school initiatives under the direction of the class teachers.

### Support for School:

- Assist in general cleaning duties to maintain a safe and caring learning environment.

### **Where these duties and responsibilities are carried out effectively the Headteacher and Governors feel that the following outcomes will be apparent:**

Within the school there will be a positive ethos that reflects its commitment to continuing achievement.

Effective teaching and learning will take place with pupils making at least good progress.

The postholder will feel valued and will have a clear knowledge and understanding of what they need to do to contribute to pupils' learning.

The postholder will appreciate how their role relates to, and is different from, that of teaching staff.

Effective and efficient use will be made of resources and the skills and talents of the postholder.

Policies will be consistently applied to secure effective pupil management and the achievement of pupil targets.

The class teacher will have confidence in the postholder who has demonstrated the ability to work in effective partnership focusing on the individual needs of pupils in the class.

The duties and responsibilities of any post may change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is appropriate to the level of responsibility vested in the post.