



## Job Description Teaching Assistant

### Purpose of the Role:

To work under the instruction/guidance of teaching/senior staff to undertake work/care to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Organisational Relationships:

- To be responsible for supporting the class teacher in the 1 – 1 teaching and learning of a child

### Main Duties:

- To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- To establish constructive relationships with pupils and interact with them according to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To set challenging and demanding expectations and promote self-esteem and independence
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- To use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- To assist with the planning of learning activities
- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To establish constructive relationships with parents/carers
- To administer routine tests and invigilate exams and undertake routine marking of pupils' Work
- To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To undertake programmes linked to local and national learning strategies - literacy, numeracy, recording achievement and progress and feeding back to the teacher
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use





- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- To 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
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend and participate in relevant meetings as required
- To participate in training and other learning activities and performance development as required
- To attend INSET days as required
- To 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

Note:

*The Postholder's duties must be carried out in compliance with the school's policies and procedures, including safeguarding protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer's guide entitled School Support Staff – The Way Forward' commensurate up to and including Level 3.*

*This job description will be reviewed annually, as part of the school's annual appraisal procedures for teaching assistants, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties.*





**Person Specification:**

<b>Education and Qualifications</b>	<b>Essential / Desirable</b>
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	<b>Essential</b>
GCSE Grade A-C in Maths and English or equivalent	<b>Essential</b>
Other specific courses and qualifications recently completed	<b>Desirable</b>
<b>Relevant Experience</b>	
Previous experience working in an educational environment with children	<b>Essential</b>
Experience of working with children in a school	<b>Desirable</b>
Experience supporting children with additional needs	<b>Desirable</b>
<b>Knowledge &amp; Skills</b>	
Competent literacy skills	<b>Essential</b>
Good understanding of school policies and procedures	<b>Essential</b>
Knowledge of behaviour strategies to support children with additional needs	<b>Desirable</b>
Knowledge of Safeguarding procedures	<b>Essential</b>
Knowledge of national curriculum and other learning programmes	<b>Desirable</b>
<b>Personal Characteristics</b>	
Ability to relate well to children and adults and work as part of a team	<b>Essential</b>
Ability to self-evaluate own practice and learning needs	<b>Essential</b>
A calm, flexible, pleasant and sympathetic manner	<b>Essential</b>
Personal interests and skills which can be used to enhance a specific delivery of either a curriculum area or an activity	<b>Desirable</b>

