**JOB DESCRIPTION**

**TEACHING ASSISTANT**

**JOB PURPOSE**

To work under the instruction/guidance of teaching/senior staff to undertaking work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupil and the classroom.

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

Teaching support will involve supporting the whole class or small group/individual interventions.

**MAIN DUTIES AND RESPONSIBILITIES**

The specific duties of the Teaching Assistant will be determined by the Headteacher (or nominated Line Manager) and will be depend on the requirements of the school at the time. The duties will however normally include most or all of the following:

1. Providing one-to-one support for a pupil with an EHCP.
2. To be responsible for challenging and motivating the learning of children in a class group or a small group.
3. To ensure children learn as effectively as possible in group situations and individually by:
   * + Clarifying instructions
     + Motivating and encouraging
     + Meeting physical needs
     + Encouraging acceptance and inclusion of a child with his/her peers
     + Promoting children’s self esteem
     + Differentiating certain tasks as appropriate
4. To read and follow weekly/daily planning, ensuring that you are fully aware of the objectives and success criteria for every lesson.
5. To plan, prepare and take a lead role in the delivering of specified learning activities/intervention groups to individuals, groups or classes of children under an agreed system of supervision. These groups will support work across literacy, numeracy and other specified areas chosen by the relevant class teacher/line manager.
6. To provide the relevant class teacher with appropriate feedback and reports on pupil achievement, progress and development.
7. To promote the inclusion and acceptance of all children within the classroom. This may include providing specific support to children with SEND and contributed to the implementation and review of Pupil Profiles.
8. To use ICT effectively to support learning activities and to develop children’s confidence and independence in its use.
9. To select, prepare and/or modify resources appropriate to designated learning activities.
10. To undertaking appropriate pastoral activities to support children’s personal and social needs in accordance with school policies and practices.
11. Work with the class teachers to ensure a smooth and knowledgeable transition by the children into their next class.
12. To assist with the organisation and management of trips, visits, sporting events, assemblies and other events as requested by your line manager.
13. To keep up to date with changes in the curriculum and the related assessments.
14. To assist with the maintenance, tidiness, quality and adequacy of the school’s resources and equipment, advising the teacher of breakages, replacements and additions.
15. To produce inspiring and imaginative displays of the children’s work.
16. To cover the class in the short absence of the class teacher, for example, telephone calls or meetings.
17. To participate in the organisation or provision of supervisory arrangement for children during break times and on out-of-school activities.
18. To provide minor first aid as required.
19. To lead one lunch time or after school sports club.
20. To attend training as deemed appropriate by the Senior Leadership Team.
21. To attend all INSET or staff meetings as deemed appropriate by the Senior Leadership Team.
22. To comply with, promote and contribute to the review of whole school policies and procedures, including those that relate to child protection, behaviour management, health and safety and parent policy.

**JOB HOURS**

The working hours for this role are 21.5 hours a week term time only as follows:

8.30am to 3.30pm Thursday and Friday

8.30am to 5.30pm Wednesday

30 min unpaid lunch break

**JOB SUPERVISION**

The TA will receive their overall direction from the Deputy Head Teacher or other members of the Senior Leadership Team.

**CONTACTS**

* Daily interaction with teaching staff, support staff, children and parents at the school.
* Occasional contact with staff from LA, Governors, Community Groups or other agencies including school advisers.
* The above contacts require good interpersonal and communication skills with the ability to use tact, diplomacy and to respect confidentiality.