

Post Title:	Teaching Assistant
School:	Temple Sutton Primary School and Early Years
Purpose:	Responsibility for supporting Class Teacher <ul style="list-style-type: none"> To work in partnership with class teachers and other professionals within the school to support learning in line with the National expectations and school policies and procedures. To provide support to pupils with learning, emotional, communication, social, sensory or physical development.
Responsible to:	Class Teacher, Head of Year, Assistant Headteacher, SENCO
Responsible for:	Support the Teaching and Learning, behaviour and the Social Development of a given child or group of children
Scope:	To work with the responsible professionals to support in the delivery of the child's Individual Support Plan (ISP) or Education Health Care Plan (EHCP) as well as teaching and supporting individual or small group learning.
Salary/Grade:	Level 4

Teaching Assistant ROLE AND RESPONSIBILITIES

Purpose of the Job

To work with teachers, the Inclusion team and all relevant staff to raise the learning and attainment of pupils while also promoting their independence, self-esteem and social inclusion by affording assistance to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.

Professional Responsibilities of a Teaching Assistant

The particular responsibilities for a teaching assistant are taken from the [Professional Standards for Teaching Assistants](#) and include responsibilities in the following four areas:

1) Personal and professional conduct

- Having proper and professional regard for the ethos, policies and practices of Temple Sutton Primary School;
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community;
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice;

- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity; and,
- Committing to improve their own practice through self-evaluation and awareness.

2) Knowledge and understanding

Teaching assistants are expected to:

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer, through appropriate in-service training or outside courses;
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs;
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils; and,
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

3) Teaching and learning

Teaching assistants are expected to:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities;
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities;
- Use effective behaviour management strategies consistently in line with the school's policy and procedures;
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role;
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning; and,
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

4) Working with others

Teaching assistants are expected to:

- Take direction from teachers and school leaders, assisting with administrative

- tasks as needed, to ensure the smooth running of the school;
- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them, providing accurate information regarding pupils' performance and progress as required;
 - Adhere to school policies and procedures relating to safeguarding, particularly the Child Protection Policy, Supporting Children with Medical Needs Policy, Health and Safety Policy and the School Behaviour Policy, keeping professionals accurately informed of concerns about the pupils they work with
 - Understand their responsibility to share knowledge to inform planning and decision making – for example, encouraging the class teacher to adopt a strategy used in an intervention during everyday teaching and learning to help the pupil/pupils better their achievement; and,
 - Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
 - Respect confidentiality at all times.

Special Additional Notes

This Job Description may be altered at any time, after discussion with you, to meet changed circumstances. It will in any case be reviewed annually. It does not form part of your contract of employment. It sets out the way you are expected and required to perform the duties set out above. This is not a complete or definitive list of duties, but a guide as to what should be done.