

JOB DESCRIPTION

Post Title: Teaching Assistant (may include additional duties for pupil/s with medical needs)

Monday – Friday 8.30-3.30pm

Please note that this job description is not a comprehensive definition of the post. It is flexible and may be amended to reflect additional expectations should a suitable candidate take on extra responsibilities.

Grade 5: Spine Point 6 - 13

Reports to: Inclusion Assistant Head, Phase Leader and class teachers

Responsible for: Assisting class teachers in EYFS, KS1 or KS2

Overview of role

Working under the guidance of teaching staff, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom, outside the main teaching area or offsite, and may involve working with the whole class, individual pupils or small groups of pupils.

Key duties

1. Support for pupil/s

- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist in the provision of personal and or medical care as required
- Assist with the development and implementation of Educational Health Care Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in teaching and learning activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Liaise with Inclusion Manager, on all aspects of pupil needs, resources and development
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

2. Support for teaching staff

- Use strategies, in liaison with the teacher, to support pupil/s to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupil/s responses to learning activities and accurately record achievement and progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, behaviour and problems

- 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
- Establish constructive relationships and communication with parents and carers in line with established policy and procedures
- Administer routine tests and undertake routine marking of pupils' work
- Provide administrative support e.g. photocopying, word processing, filing and similar duties as required

3. Support for the curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy and numeracy, recording achievement and progress and reporting this to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment and other resources required to meet the lesson plans or relevant learning activity and assist pupils in their use

4. Support for the school community

- 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 and aims of the school; this includes establishing constructive working relationships with other staff at the school
- Appreciate and support the role of other professionals from external specialist services
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times
- 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
- In an emergency accompany a child or children to hospital or designated surgery when requested by the Head Teacher or designated representative
- Undertake any other reasonable duties assigned by the class teacher, Phase Leader or Head Teacher

Equal opportunity

The post holder will be expected to carry out all duties in the context of and compliance with the Trust's Equality Policy.