



The Forest C E Federation
Job Description
Teaching Assistant
Level 2 Job Ref: 1382

Responsible to: Headteacher and Class Teacher

Grade: Level 2 NCC Salary Scale Grade D

Location: The post holder will be employed across The Forest CE Federation while based at one of the schools within the Federation. Post holder will be expected to support at either or all of the schools when needed.

Job Purpose

To support the class teacher and pupils in school in the delivery of quality teaching and a modern curriculum. The aim is to:

- Raise and maintain standards of education and social development for pupils
- Act as a role model to pupils demonstrating appropriate behaviours and values in line with the School Ethos.
- Promote the involvement of pupils in the social and academic processes of the school
- Enable pupils to become more independent learners
- Help to raise standards of achievement for all pupils

Key focus

The focus of this role is to provide support to pupils, teachers, the curriculum and the school. To assist with the education, supervision and welfare of all the children in the school.

Supporting Pupils

Supervise and support pupils in the classroom including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.

Ensuring appropriate values and attitudes are promoted to all pupils.

Assist pupils within the class, individually or in small groups and sometimes outside the main classroom to support their learning in all curriculum areas under the direction of the class teacher.

Assist with the supervision of pupils out of lesson time in the playground before and after school.

Support pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher.

Supporting Teachers

Assist with the planning, development and implementation of pupil education/behaviour plans and personal care programmes.

Administer routine tests and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum.

Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support pre-defined learning activities to meet the needs of pupils and the curriculum.

Prepare, maintain and use equipment and resources to meet lesson plans/learning activities.

Prepare class activities ready for the start of the school day.

Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development.

Provide clerical and other support to meet requirements including photocopying.

Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.

Accompany teachers and classes on educational visits.

Liaise with parents as directed by the teacher to foster good links between home and school.

Ensure the classroom is tidy at the end of the day.

Operate IT equipment to assist the class teacher.

Setting out of PE equipment.

General

To attend relevant training as and when required.

To administer first aid in line with LA guidelines.

Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.

Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.

To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher.

To ensure the health and safety of the children and report concerns or details of accidents/incidents to the teacher or Headteacher.

Contribute and implement the school's behaviour policy and support children in complying with that policy.

Assist in the general care of the school environment by keeping classrooms and other areas in tidy and good working order.

Operate IT equipment to assist the teacher.

Comply with all Child Protection legislation to safeguard all pupils.

Employee Signature Date.....