

## **JOB DESCRIPTION**

**NAME:**

**POST:**                    **Teaching Assistant**

### **RELATIONSHIPS**

Teaching Assistants will be directly responsible to the teacher of the group to which they are attached at any time.

### **PURPOSE**

Responsible for supporting the teacher to plan and deliver the curriculum by preparing an effective learning environment, completing and maintaining records under supervision, providing care and support for pupils and supporting learning through planned and differentiated activities

### **MAIN DUTIES AND RESPONSIBILITIES**

Support the teacher through:

- Selecting and preparing resources in agreement with the teacher.
- Ensuring safety in the learning environment.
- Checking availability of learning materials and ensuring supply in agreement with teacher.
- Working closely with the teacher to maintain accurate, legible, updated and secure records.
- Carrying out administrative duties as required by the teacher in collecting, collating information which has to be passed on.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.

Support the pupil(s) through:

- The development of good, productive working relationships with pupils which encourage independence and responsibility for his/her own behaviour.
- Providing comfort and immediate care for minor accident, upsets and ailments.
- Observing behaviour patterns in pupils and reporting concerns to relevant persons.
- Encouraging and re-enforcing positive behaviour and interactions between pupils.
- Supporting individuals and groups in complying with behaviour targets the teacher has set.
- Monitoring behaviours attentively in order to defuse possible conflict situations.
- Seeking assistance in conflict situations which are outside your role and authority to resolve.
- Managing own behaviour in response to pupil actions, to provide a good model for pupils.

Support the curriculum through:

- Offering constructive and timely suggestions as to the support you can provide to a planned activity.
- Giving constructive suggestions about possible difficulties for some pupils.

- Providing, under the guidance of the teacher, differentiated materials to meet individual or group needs.
- Preparing/ adapting resources to meet individual needs.
- Giving regular oral and written feedback to the teacher.
- Providing relevant information for records and reports.
- Providing/ adapting support activities under teacher guidance.
- Using praise, commentary and assistance to keep pupils on task.
- Monitoring and recording pupil response to activities as agreed with teacher.
- Agreeing and providing support to pupils for follow up tasks.
- Clarifying with the teacher the objectives for literacy and numeracy development and the type of support you are to give.
- Agreeing with the teacher on when support is needed by pupils.
- Giving encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/ strategies.
- Select suitable ICT resources and encouraging their use by pupils in learning activities.

Support the school through:

- Complying with, promoting and acting in accordance with all school policies.
- Maintaining consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Complying with expectations for confidentiality.
- Developing your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.

**This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

## **ARRANGEMENTS FOR PERFORMANCE MANAGEMENT**

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined on the job description. This is done within the context of the "GROW" coaching model and all staff are expected to use this opportunity to develop professionally in raising standards throughout the school.

The teaching assistant will be provided with induction support covering the basics of the job and the context of the work. If appropriate this may be followed by attendance at a structured formal induction course.

The teaching assistant will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.

The Performance Management meeting will evaluate achievements agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

**NOTES:**

**This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.**

**Signature of**

**Post Holder:** ..... **Date:** .....

**Name of Post Holder:** .....

**Signature of**

**Principal:** ..... **Date:** .....

**Name of Principal:** .....

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

**Tregonwell Academy is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful application's background credentials, including enhanced DBS checks.**

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