



Teaching Assistant Job Description Primary

Main Duties and Responsibilities:

A) *Supporting the Pupil/s*

- Ensure all pupils are appropriately safeguarded in line with the school's Safeguarding procedures.
- Supervise and provide particular support for pupils, including those with special educational needs, ensuring their safety and access to learning activities, for example:
 - clarifying and explaining instruction;
 - ensuring that the child is able to use equipment and materials provided;
 - motivating and encouraging child as required;
 - assisting in areas for development e.g. language, behaviour, reading, spelling, handwriting/presentation etc;
 - helping pupils to access, focus on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - liaising with class teacher devising complementary learning activities.
- Assist with the development and implementation of provision plans and stress support plans.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectation and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement, under the guidance of the teacher.

B) *Supporting the Teachers*

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, challenges etc.
- 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.

C) *Support for the Curriculum*

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils' responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

D) *Supporting the School*

- Be aware and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the 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/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings/training as required.
- Assist with the supervision of pupils out of lesson times, including break times/lunchtime as required.
- 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.

Any other tasks as directed by the Headteacher which fall within the parameters of the post.