

Job Description Grade C Teaching Assistant

Purpose of Job

To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Delivering pre-determined learning/care/support programmes and Implementing literacy/numeracy programmes
- Assisting with the planning cycle
- Undertaking general administrative support for the teacher/department
- Being aware of school policies as set out in the staff handbook and policy files.

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assisting with the display of pupils work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests, invigilating assessments and undertaking routine marking of pupils work
- Providing administrative support e.g. photocopying, typing, filing, money, administration of course work etc
- Working co-operatively and being an asset to the whole school team
- Work with external professionals as necessary
- Being conversant with the emergency procedures, including the school's fire drill.
- Supporting play, eating and socialisation in the lunch hall and on the playground.

Supporting pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans/ Personal Care/ Medical Plans
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support the curriculum by:

- Undertaking structured and agreed learning activities and adjusting activities according to pupil responses
- Undertaking learning programmes e.g. literacy, numeracy, KS1, KS2 early years, recording achievement ,progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the learning plans and support pupil
- Showing awareness of the primary curriculum at a level that will assist the teaching and support learning of basic subjects and familiarity with the requirements of the core subjects in the National Curriculum.
- Identify and respond appropriately to individual differences and needs and to be able to maintain appropriate and demanding experience of pupils and to maintain their interest and motivation in consultation with the class teacher.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school and supporting the role of other professionals
- Attending relevant meetings as required and participating in training and other learning activities as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.