Making People Successful

Job Title	Teaching Assistant (any key stage)
Grade/Salary Range	TA Level 1-2 (RG2-3)
Hours of Work	Term Time Only & 3 Inset Days

Supporting The School's Visions & Values

As a member of staff at Manor Primary School the post holder is required to:

1. consistently conduct their role in order that the school's vision of Making People Successful is achieved for all children and adults within the school
2. continually contribute to the school's success through its vision statement and modelled behaviour towards anyone in the school
3. safeguard all children by ensuring the school's policies on Safeguarding, Health & Safety, confidentiality and data protection are rigorously implemented and promoted at all times
4. promote a culture of inclusion within the school community where all views are valued and taken into account

Statutory Responsibilities of the Role

The responsibilities and accountabilities of all teaching assistants are documented in;

a. The National Occupational Standards for Supporting Teaching & Learning 2007
b. Ofsted: The Framework for School Inspection

Designation of Post with School

- The post holder is directly accountable a member of the teaching staff
- The post holder is required to work under the direct instruction of a member of the teaching staff teaching to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom

Main Purpose of Role

The General Teaching Assistant is responsible for:

1. Support For Pupils
    a) Attending to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
    b) Supervising and supporting pupils ensuring their safety and access to learning
    c) Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
    d) Encouraging pupils to interact with others and engage in activities led by teaching staff
    e) Setting challenging and demanding expectations and promoting self-esteem and independence
    f) Providing feedback to pupils in relation to progress and achievement under guidance of the teacher

2. Support For Teaching Staff
    a) Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work, under the direction of teaching staff
    b) Assisting teaching staff with the planning of learning activities
    c) Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed
    d) Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed, regularly feeding back to teaching staff
    e) Promoting good pupil behaviours, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
    f) Establishing constructive relationships with parents/carers in order to gather and share information as directed by the teaching staff
    g) Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money and administering tests and routine marking of pupils' work

3. Support For The Curriculum
    a) Supporting pupils to understand instructions
    b) Preparing and maintaining equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
    c) Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
    d) Undertaking programmes linked to local and national learning strategies and the school curriculum and feedback to teaching staff
    e) Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use

4. Support For The School
    a) Appreciating and support the role of other professionals
    b) Attending relevant meetings as required
    c) Participating in training and other learning activities and performance development as required
    d) Assisting with the supervision of pupils out of lesson times
    e) 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 a member of teaching staff

Agreement

This Job Description is not your Contract of employment or any part of it. It is prepared for the purposes of school organisation and may change either as your Contract changes or as the school organisation is changed. All changes will include a consultation period. This document must not be altered once it has been signed but it will be reviewed annually by the Governing Body.

Signed - Post Holder	
Date	

Signed - Headteacher	
Date	

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