



JOB DESCRIPTION

Post: Teaching Assistant (H2) and MSA (Midday Supervisory Assistant H1).

Responsible to: Headteacher

Liases with: Class Teacher and SLT as appropriate

Timings: 8:55 – 15:25 with 30 minute lunch break (25 hours a week) and MSA lunch time role for 1 hour a day (5 hours a week). Term time only.

Main purpose of job:

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement in all pupils.

To undertake work/care/support programmes to enable access to learning for pupils. To assist the teacher in creating and maintaining a purposeful learning environment for all pupils. Work may be carried out in the classrooms or outside the main teaching area.

DUTIES AND RESPONSIBILITIES

Support for pupils:

- To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
- To aid the pupils to learn as effectively as possible both in group situations and on their own, both inside and outside the classroom;
- To establish a constructive relationship with the pupils and interact with them according to individual needs;
- To promote the inclusion and acceptance of all children;
- To set challenging and demanding expectations and promote self-esteem and independence;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;
- To work with pupils 1:1, in small groups and as a class as directed by teachers/senior leaders in response to the needs of the cohort.

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data.
- Support children's learning through play.
- Assist with break-time supervision, including facilitating games and activities.
- Assist with escorting pupils on educational visits.



- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Administering first aid as required.
- Administration of medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Support for teachers:

- Assist the class teacher (and other professionals as appropriate) with directed activities;
- Monitor pupil's responses to learning activities and accurately record achievement as directed;
- Provide detailed and regular feedback about the children to the teacher;
- Contribute to the maintenance of children's progress records;
- Participate in the evaluation of support interventions;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Invigilate exams and tests.
- Support class teachers in photocopying and other administration tasks in order to support teaching.

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities, to support the delivery of an enriched curriculum.

Support for the school:

- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support differences 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 roles of other professionals;



- Attend and participate in relevant meetings as required;
- Where appropriate, develop a relationship to foster links between home and school;
- Liaise, advise and consult with other members of the team supporting the children as appropriate;
- Contribute to reviews of children's progress as appropriate;
- Set a good example in terms of dress, punctuality and attendance;
- Prepare and present displays of children's work as required;
- Undertake other duties from time to time as required by the Headteacher/Assistant Headteacher.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context:

- The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
- Carries out allocated tasks under the supervision of a teacher.

Supervision:

- The jobholder will usually be managed by a member of the school's senior leadership team or by a more senior teaching assistant.

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Problems, Demands & Decisions:

- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.

Physical Effort:

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/or working in awkward positions e.g., sitting on low chairs.
- The job may involve lifting children, for example after falls or accidents.

Working Environment:

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting.
- The job may include clearing up blood or other bodily fluids of children after an accident or sudden illness.