

<b>Post:</b>	Teaching Assistant
<b>Grade</b>	H2/H3
<b>Responsible to:</b>	Head of School
<b>Start Date:</b>	To be discussed at interview

## **Job Description**

### **PURPOSE OF JOB**

To provide support for pupils, the teacher and the school in order to

- raise standards of achievement for all pupils
- to encourage pupils to become independent learners
- to provide support for their welfare
- to support the inclusion of pupils in all aspects of school life

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work might occasionally, but not regularly, take place outside the main teaching area.

### **MAJOR RESPONSIBILITIES**

To work under direct supervision/instruction to support 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
- Implementing literacy/numeracy programmes
- Undertaking general clerical/organisational support for the teacher
- Communicating and liaising with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development

### **DUTIES**

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
- 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 exams and undertaking routine marking of pupils' work
- Providing clerical/administrative support e.g. photocopying, filing
- Preparing resources and materials

Supporting pupils by:

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Assisting with the development and implementation of Individual Learning/Behaviour Plans and personal Care Programmes
- 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
- Providing support for pupils' emotional and social development and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Policy
- Ensuring the physical welfare of pupils and assist pupils with their physical needs as appropriate

Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and 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 lesson plans/relevant learning activity and assisting pupils in their use and maintaining equipment/resources as directed by the teacher and assisting pupils in their use

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 the 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
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required and organise play activities
- 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
- Undertaking any other reasonable duties from time to time as may be directed by the Headteacher

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

Signed ..... Date .....