



Ardeley St Lawrence Church of England Primary School and Nursery

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Head Teacher: Mrs Barbara Young



Job description: Teaching Assistant 1 Grade: H2 – H3

Main purpose

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Key responsibilities

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
3. Support pupils to understand instructions support independent learning and inclusion of all pupils.
4. Support the teacher in monitoring, assessing and recording pupil progress/activities.
5. Support the teacher in behaviour management and keeping pupils on task.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
8. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

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

1. Record basic pupil data.
2. Work with individual pupils with special educational needs.
3. Work with pupils for whom English is not their first language.
4. Assist in the development of individual development plans for pupils (such as Individual educational plans).
5. Monitor and manage stock and supplies for the classroom.
6. Support children's learning through play.
7. Assist with break-time supervision including facilitating games and activities.
8. Assist with escorting pupils on educational visits.
9. Support pupils in using ICT.
10. Invigilate exams and tests.
11. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
12. Prepare the layout of the tables in preparation for lunch including laying up tables.
13. Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners
14. Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
15. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.

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.
- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- 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.
- Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional. Under guidance from the teacher provides feedback to pupils on attainment and progress.
- Carries out allocated tasks under the supervision of a teacher, problems generally referred.

Knowledge, Skills & Abilities

- Requires knowledge and procedures for supporting and leading learning activities.
- Requires knowledge and skills equivalent to NVQ level 2 in Supporting Teaching and Learning or have equivalent experience; may be working towards NVQ level 3 and/or national occupational standards.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. Exchanges information with staff, parents/carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Setting up and use of educational equipment and/or keyboard skills

Supervision

- The jobholder will usually be managed by a member of the school's senior management team or by a more senior teaching assistant but may work with several teachers.
- Day to day direction/supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher to whom he/she is assigned.
- The post holder will follow detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- The post holder will have no supervision responsibilities of other staff.
- The post holder may demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Follows detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- Working with individuals or small groups of pupils requiring mental and sensory concentration; work is regularly interrupted although this does not normally require switching from one activity to another.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.

Dimensions

- May handle small amounts of cash e.g., for school visits.
- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.



- Responsible for the careful and safe use equipment, such as play and standard ICT equipment.
- Will record basic pupil data.

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 issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.



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