

**Job Title: Teaching Assistant**

**Scale: TA 2**

**Key Role/Functions**

To work under the guidance of teaching/senior staff and, within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the planning of sessions and the management or preparation of resources.

**Specific Duties and Responsibilities**

**1.** **Support for Pupils**

* To support pupils’ development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement
* To support the learning of individuals and groups of pupils as agreed with the class teacher and to act as a role model, setting high expectations
* To focus on individual pupils to ensure their needs are being met within the group
* To work with other staff to develop and implement support plans for pupils
* To encourage pupils to interact and work co-operatively with others
* To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
* To promote the inclusion and acceptance of all pupils within the classroom
* To encourage good personal hygiene and assist with necessary self-help skills where appropriate (feeding, toileting, dressing, etc)

1. **Support for Teachers**

* To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
* To liaise with other professionals to ensure an appropriate learning environment
* To set out, prepare, use and tidy equipment
* To promote home-school partnerships
* To listen, support and discuss issues sensitively with parents and carers under the teacher’s supervision and to participate in feedback sessions/meetings with parents where appropriate
* To monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
* To provide general clerical support
* To work with an established behaviour policy to anticipate and manage behaviour constructively, promoting self-awareness and independence.

**3.** **Support for the Curriculum**

* To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils’ responses/needs
* To set out and prepare equipment indoors and outdoors
* To implement local and national learning strategies, e.g. English, Mathematics, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* To support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* To determine the need for, prepare and maintain general and specialist equipment and resources

**4. Support for the School**

* To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
* To display pupils’ work to reflect their achievement
* To supervise pupils on outings and visits as required
* To attend staff meetings as required
* To be aware of, and comply with policies, and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
* To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
* To support and encourage students on childcare courses, work experience, teaching practice, etc.
* To be a proactive member of the school and class team
* To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
* To undertake lunchtime supervision duties as required
* To attend relevant courses and learning activities in order to update knowledge as required
* To undertake necessary training such as Team Teach, safeguarding and understanding SEND needs

**GENERAL**

* The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

**SAFEGUARDING**

* Value and respect the views and needs of children and young people.
* Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
* Display commitment to the protection and safeguarding of children and young people.
* Work within organisational policies and procedures.

**This job description may be amended at any time after consultation and agreement between the parties concerned.**