

JOB DESCRIPTION

Post: Teaching Assistant

Salary: Scale Point 2 (Unqualified) /3 (Qualified)

Contract Type: Full-Time

Accountable to: Head Teacher

Accountable for: To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the collective responsibility for the well being and discipline of all pupils.

Key Duties and Responsibilities:

- To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
- To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
- To give oral and written feedback to pupils on their attainment in order to promote further progress.
- To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
- To help promote and reinforce pupils' self-esteem, encouraging the inclusion of pupils with special educational needs.
- To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use the equipment and materials provided.
- In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
- To work with groups of pupils both in and outside the classroom. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions.
- To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs.

- To work one to one with individuals depending on their level of SEN need. To use a variety of strategies in order to support the learning and development of the individual. To contribute to the Educational Health Care Plans of these pupils and to ensure that agreed actions, targets and levels of support are met.
- To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
- Under the direction of appropriate professionals and after adequate training, to assist in meeting particular pupil's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents. The scope of these duties are that which would generally be carried out by a parent.
- After adequate training, to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible.
- After adequate training, to support pupils with specific medical needs within reason.
- To produce and maintain classroom resources, displays and classroom layout of exceptionally high quality in consultation with the teacher.
- To help train pupils in the individual and collaborative study skills necessary for learning.
- To work alongside other adults, including teachers, trainee teachers, and other support staff. To maintain exceptionally high quality and positive interactions with all members of staff and the wider school community.
- To supervise pupils during breaks and/or lunchtimes if required.
- To maintain confidentiality at all times with regard to both supported pupils and the wider school.
- To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.
- Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.

Health, Safety and Discipline

- Promote the safety and well-being of pupils in line with safeguarding procedures.
- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Head Teacher in



light of those changing requirements and in consultation with the member of staff and the Head Teacher

Signature of the Post-Holder: _____ **Date:** _____

Signature of Head Teacher: _____ **Date:** _____