



## Teaching Assistant

### **JOB DESCRIPTION**

- **Hours** 36 hours pw Term Time Only (TTO)
- **Grade** Scale 1C Spine Point 2

### **Purpose of the Job**

To provide support for pupils, the teacher and the school in order to raise standards of achievement and progress for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support inclusion of pupils in all aspects of school life.

### **Main Responsibilities**

#### 1. SUPPORT FOR PUPILS

- Supervise and provide support for pupils, including those with special educational needs, ensuring safety and access to learning.
- Assist with the implementation and development of individual learning support plans, including behaviour support plans.
- Support pupils' learning within the whole class; as part of a small group or 1:1 as required.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities at playtimes, including lunchtimes.
- Have high expectations for all pupils and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

#### 2. SUPPORT FOR THE TEACHER

- Support pupils to make progress in all lessons, to meet the learning intentions and specific learning goals in liaison with, and under the direction of the class teacher.
- Work with identified groups of pupils / individuals within the classroom, including the delivery of in-class or SEND interventions under the direction of the class teacher and / or SENCo.
- Support in the monitor pupils' learning and progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress in liaison with class teacher.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior.

- Establish constructive relationships with parents and carers.
- Create and maintain a purposeful, orderly and supportive learning environment, ensuring that class resources are maintained, topped-up and kept in good order so that these are available as needed for all lessons.
- Prepare subject specific resources in advance of lesson (e.g science / PE / art) as needed, in liaison with, and under the direction of the class teacher.
- Assist with the display of pupils' work and in maintaining classrooms / class corridor display
- Attend daily planning meetings with class teacher each morning (8.30am)
- Provide clerical support e.g. photocopying, typing and filing.

### 3. SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupils' responses.
- Undertake programs linked to English (reading / writing), maths and EYFS recording achievement/ progress as required and feed back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare and maintain and use equipment / resources required to meet the lesson plans and relevant learning activity and assist pupils in their use.

### 4. SUPPORT AT LUNCH TIME

- Supervise pupils during the mid-day break, in the dining areas, the playgrounds and throughout the school.
- Assist and direct pupils in line with the school's behavior management policy, referring matters to the class teacher / senior teaching and learning team / senior leadership team when necessary.
- Support pupils to follow the school's code of conduct during their breaks.
- Support the school's policies regarding healthy eating.

### 5. SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person (DSL / SLT).
- To ensure that the designated safeguarding lead is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection, in line with school procedures.
- Be aware of and comply with the school's Standards for Teaching Assistants.
- Be aware of and support difference and ensure that 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 role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Take responsibility for the organisation and upkeep of specific whole school resource / other area as directed by line manager.
- Act as a first aider following the appropriate training.

## **PERSON SPECIFICATION**

### 1. EXPERIENCE

- Recent experience of working with children of relevant age

### 2. QUALIFICATIONS

- NVQ 3 (minimum requirement)

### 3. KNOWLEDGE AND SKILLS

- Knowledge of first aid
- Working knowledge of technology – computer, video, photocopier etc.
- Awareness of the National Curriculum and / or EYF Curriculum.
- Understanding of child development and learning.
- Ability to self-evaluate learning needs and activity seek learning opportunities.
- Ability to relate well to children and adults.
- Proven ability to work constructively as part of a team.
- Understanding of classroom roles and responsibilities and of your own role within these.