**ALLFARTHING PRIMARY SCHOOL**



**Teaching Assistant Job Description**

**Grade:** Scale 1C, point 2

**Purpose of the Job**

Responsible, under the direction of the teacher or line manager:

* to undertake work with individual pupils or small groups
* to supervise physical and general care of pupils, including those with SEN
* to enable access to learning for pupils
* to give general support to the teacher in the management of pupils and the classroom

**Main Responsibilities**

1. **SUPPORT FOR PUPILS**
* Attend to the pupils’ personal needs, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
* Supervise and support pupils within the school’s health and safety policy to ensure that they are safe
* Work with individuals and groups to support learning
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Encourage pupils to act independently as appropriate

**2. SUPPORT FOR THE TEACHER**

* Prepare the classroom as directed for lessons and clear afterwards
* Work with groups, delivering the teacher’s planning:
	+ Spelling - Teachers do assessments and decide which book children are on. TA takes spellings from the book
	+ RWI – Teachers are responsible for assessing, grouping and marking. The TA delivers the scheme as published, gives feedback to teachers and gives verbal feedback and stickers to children
* Delivering programmes such as occupational therapy, speech and language therapy and social communication, adapting them according to children’s IEPs if necessary
	+ OT – One TA is trained to do the assessments and leads on this. All TAs deliver the programme according to the scheme, which includes record keeping
	+ SALT – TAs deliver sessions based on pupil targets set by the teacher, SENCo or S&L therapist
	+ SC – TAs deliver sessions based on pupil targets set by the teacher or SENCo
* Record and feedback to the teacher on children’s progress, achievements and any problems after individual/group work
* Making comments on children’s work in line with the school marking policy
* Reading:
	+ Teachers are accountable for assessing reading regularly and deciding which level of book a child should be reading.
	+ TAs read with children, change books within a level or through the scheme and write in Home/School Reading Records, but it is for the teacher to maintain overall responsibility for this.
* Undertake pupil record keeping as requested
* Support the class teacher with agreed learning and behaviour management strategies
* Promote positive pupil behaviour and encourage conflict resolution in line with school policy, reporting difficulties as appropriate
* Gather and report information from and to parents or carers as directed
* Display pupils’ work , as asked by the teacher, in line with school guidelines
* Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.
* Supporting teachers with assessment and testing:
	+ Supervise children taking non-statutory tests
	+ Supervise children who have missed tests
	+ Act as reader for pupils during SATs
	+ Administer practice SATs with groups and mark them according to the marking sheet
1. **SUPPORT FOR THE CURRICULUM**
* Support pupils to understand instructions
* Undertake structured learning activities with individuals or groups, as planned by the teacher
* Deliver literacy and numeracy activities for differentiated groups as directed by the teacher
* Support pupils in using basic ICT as directed
* Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use
1. **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 an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos, work and aims of the school
* Appreciate and support the role of other professionals
* Attend 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 – playtime and on trips
* 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
* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Signed: ……………………………………………………. Post holder Date: ……………………..

Signed: ……………………………………………………. Headteacher Date: ……………………..

**Teaching Assistant**

**Person Specification**

1. EXPERIENCE

* Working with or caring for children of relevant age

2. QUALIFICATIONS

* Good numeracy and literacy skills at least NVQ L2
* Completion of the Teaching Assistant Induction Programme
* Willingness to participate in development and training opportunities

3. KNOWLEDGE AND SKILLS

* Basic knowledge of first aid
* Use basic technology – computer, photocopier etc.
* Ability to relate well to children and to adults
* Know the importance of children’s self esteem in relation to learning and behaviour
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* An understanding of the schools equal opportunities policy and how it is implemented