



Job Description

Teaching Assistant

Spinal Column Point 2-4 (NJC pay scales)

Key role:

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 whole planning cycle and the management/preparation of resources.

To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues

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 of self-reliance
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning
- Using specialist (curricular/learning) skills/training/experience to support pupils
- Assisting with the development and implementation of Individual Education/Behaviour Plans
- Establishing productive working relationships with pupils
- Promoting the inclusion and acceptance of all pupils
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities
- Providing feedback to pupils in relation to progress and achievement
- Setting challenging and demanding expectations and promote self-esteem and independence
- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible
- Supporting provision for pupils with special needs including specialist support
- Supporting pupils in their learning in all areas of the curriculum.
- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupil responses/needs
- To participate in pupils' play and extend and stimulate language through conversation

2. Support for Teachers

- Working with the teacher to establish an appropriate learning environment
- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
- Undertaking marking of pupils' work and accurately record achievement/progress
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings
- Administering and assessing routine tests and invigilate exams/tests
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc

3. Support for the Curriculum

- Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Helping pupils to access learning activities through specialist support
- Determining the need for, preparing and maintaining general and specialist equipment and resources

4. Support for the School

- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Assisting in the development and implementation of appropriate behaviour management strategies
- Facilitating smooth transition between educational phases
- Providing appropriate guidance and support in the training and development of staff as appropriate
- Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours.
- Where applicable, provide cover for the provision of PPA time for teaching staff, plus short term cover for absence for other staff
- Supervising pupils on visits, trips and out of school activities as required
- Supporting Teaching Assistant students in school settings
- Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- To set out, prepare, use and tidy equipment used in sessions with focus children
- Attend and participate in regular meetings
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate

General

- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Please sign to confirm that you have read and agree to the job description above

Signed by Team Leader: _____ date: _____

Signed by Post Holder: _____ date: _____