



Job Description: Teaching Assistant

Salary: Grade 2

Hours:

Contract Type: :

Responsible to: Headteacher & Governors

Staff Member:	
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LEVEL DESCRIPTION

The teacher plans lessons and directs learning. Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

There will be some need to interpret information or situations and to solve straightforward problems. More complex problems will be referred to line manager.

No requirement to supervise others, but may demonstrate tasks to new colleagues.

Where teaching assistants provide support for special educational needs or behaviour reasons. The role will provide a complimentary service to the school, addressing the needs of children who require assistance in overcoming barriers (including challenging behaviour, anxiety and low self-esteem) to learning in order to achieve their full potential.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

Whilst line management arrangements will vary from school to school, it is likely that the post holder will report to one of the following: Head Teacher, Assistant Headteacher, Phase Leader, SENCO or SEND Admin.

DUTIES AT THIS LEVEL

1. Support for pupils

1.1 Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)

- 1.2 Assist with the development and implementation of Individual Target/Behaviour plans and Personal Care programmes, for example speech and language, physio and those required as part of IT plans and/or EHCPs
- 1.3 Establish constructive relationships with pupils and interact with them according to individual needs
- 1.4 Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- 1.5 Encourage pupils to interact with others and engage in activities led by the teacher
- 1.6 Set challenging and demanding expectations and promote self-esteem and independence
- 1.7 Use effective behaviour management strategies consistently in line with the school's policy and procedures
- 1.8 Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- 1.7 Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

2. Support for teacher

- 2.1 Under guidance to prepare and complete activities to suit the child's stage of development
- 2.2 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- 2.3 Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- 2.4 Assist with the planning of learning activities
- 2.5 Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- 2.6 Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc
- 2.7 Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- 2.8 Establish constructive relationships with parents/carers.
- 2.9 Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- 2.10 Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

3. Support for the curriculum

- 3.1 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- 3.2 Undertake programmes linked to local and national learning strategies
- 3.3 Support the use of ICT in learning activities and develop pupils' competence and independence in its use

3.4 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

4. Support for the school

4.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

4.2 Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

4.3 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

4.4 Contribute to the overall ethos/work/aims of the school

4.5 Attend and participate in relevant meetings as required

4.6 Participate in training and other learning activities and performance development as required

4.7 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes

4.8 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

4.8 Assist with the supervision of pupils with another support staff during the first day of the absence of your class teacher

The teaching assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Safeguarding:

As a school we are committed to the safeguarding of children and adults. All jobs offers will be subject to a DBS check and two satisfactory written references.

Head teacher:	Date:
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Post holder:	Date:
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