**Teaching Assistant**

**JOB DESCRIPTION**

**1. THE JOB**

* 1. **POST TITLE: Level 2 – temporary to 18th December 2015 in the first instance**

1.2 **GRADE: Level 3** (points 15 - 19)

* 1. **LOCATION:** Ribbon Academy

1.3 **ORGANISATIONAL RELATIONSHIPS**:The post holder will be line managed by the Class Teacher.

1.5 **DESCRIPTION OF ROLE**

This position has been created to support teachers in our rapidly expanding and popular school. It is expected that the successful candidate will work predominantly in the Early Years Foundation Stage, but may also be required to work across a number of classes with differing ages groups. The postholder will support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

**DUTIES AND RESPONSIBILITIES OF THE ROLE**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
3. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
4. Support pupils to understand instructions support independent learning and inclusion of all pupils
5. Support the teacher in behaviour management and keeping pupils on task
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also:

1. Record basic pupil data
2. Support children’s learning through play
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Invigilate exams and tests
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

**Indicative knowledge, skills and experience**

* Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

#### Support for the pupil

* assist pupils in carrying out schemes of work and programmes set by teaching staff;
* support pupils’ in their individual learning and development, for example, in their acquisition of cognitive and learning skills;
* help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum.

#### Support for the teacher

* contribute to the planning and evaluation of learning activities;
* assist in the recording of pupils’ progress.

#### Support for the school

* assist the teaching staff in the smooth transition between educational phases;
* assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records;
* liaise effectively with parents and other parties, as required.