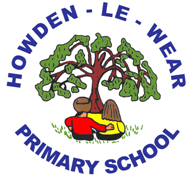
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**Howden le Wear Primary School**

**Teaching Assistant – Grade 3**

**SCP 12-16 (FTE £17173 - £18319) Term time only**

**Job Description**

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| Post Title | Teaching Assistant |
| Overall Purpose | |  | | --- | | * To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils; * To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners; * To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. | |
| Responsible to | Headteacher/Deputy Headteacher |
| Main Duties &  Responsibilities | **Teaching Assistant:**  **Support for Pupils, Teachers and the Curriculum**  • Work in partnership with teachers and other professional agencies to provide effective support with learning activities;  • Awareness of and work within school policies and procedures;  • Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;  • Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate;  • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;  • Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;  • Under the guidance of a teacher, monitor, assess and record pupil progress/activities;  • Provide feedback to pupils in relation to attainment and progress under the guidance of  the teacher;  • Support learning by arranging/providing resources for lessons/activities under the  direction of the teacher and in line with health and safety requirements;  • Support pupils in their social development and their emotional well-being, reporting  problems to the teacher as appropriate;  • Support pupils with SEND needs as appropriate;  • Share information about pupils with other staff, parents / carers, internal and external  agencies, as appropriate and in line with school policies and procedures;  • Contribute to pupils’ support plans and reports;  • Support the work of volunteers and other teaching assistants in the classroom;  • Support the use of ICT in the curriculum;  • Work with pupils not working to the normal timetable using teacher’s planning;   * Undertake pupil record keeping and maintenance of records as requested;   • Invigilate examinations and tests;  • Provide cover to supervise a class and/or small group on an unexpected non-timetabled  basis only;  • Assist in escorting and supervising pupils on educational visits and out of school activities;  • Assist with the supervision of pupils out of lesson times, including before and after school  and at lunchtimes, but not as a supervisory assistant;  • Maintain a clean, safe and tidy learning environment;  • Support children’s learning through play and planned learning activities;  • Support pupils in developing and implementing their own personal and social  development;  • May be asked to administer medications subject to agreement and in line with school  policy;  • Assist pupils with eating, dressing and hygiene, as required, whilst encouraging  independence;  • Provide basic first aid, if appropriate, ensuring timely referral to the health service in  emergency situations;  • Monitor and manage stock and supplies for the classroom;  • Prepare and present displays;  • Provide support to pupils who have communication difficulties also where English is an  additional language.  **Support for the School**  • Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;  • Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;  • Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;  • Contribute to the overall ethos, work and aims of the school;  • Maintain good relationships with colleagues and work together as a team;  • 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;  • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. |
|  | The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with terms and conditions of employment and /or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with the post holder.  Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teaching Assistants will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within the job description and which is commensurate with the level of the post. |