

Job Description

Teaching Assistant

Grade: Level 3

Responsible to: Headteacher / Deputy Headteacher / Team Leader / SENDCo / Class Teacher

Receives instruction from: Headteacher / Deputy Headteacher / Team Leader / SENDCo / Class Teacher

Purpose of job:

1. To support pupils' learning and development and share in their pastoral care
2. To take an involved part in the planning and record keeping of pupils' learning
3. To share in the care and wellbeing of pupils throughout the school
4. To follow, maintain and promote the school core values
5. To ensure compliance with all school policies and procedure and government legislations
6. To support safeguarding as a key policy in school

The main responsibilities of this post will generally include:

Achievement and Standards

1. Assisting class teachers in raising the achievement of all pupils
2. Working with individual pupils or groups as required
3. Contributing to the preparation of lessons and assisting in the selection and preparation of teaching resources to meet pupils needs and interests
4. Supervising and assisting individuals or small groups of pupils in activities set by class teachers or SENDCo
5. Supervising whole classes during short periods of teacher absence or attendance at planned meetings
6. Contributing to reports and the maintenance of appropriate records
7. Contributing to assessment procedures
8. Helping implement lesson plans
9. Providing feedback to class teachers by observing pupil performance and behaviour and the effectiveness of classroom processes and organisation
10. Carrying out intervention programmes where necessary

Pupil Well Being and Personal Development

11. Assisting with maintaining good behaviour of pupils across the school following the school's Behaviour Management Policy
12. Providing additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme
13. Building and maintaining good relationships with pupils, ensuring the care, health and welfare of pupils at all times, including the willingness to dress and undress, the toileting, and the cleaning of pupils, where necessary after appropriate training
14. Assisting pupils with physical needs and difficulties
15. Establishing and maintaining appropriate working relationships with parents, staff and other adults involved in pupils' education
16. Following school procedures for safeguarding, reporting any concerns regarding pupils' safety and welfare to designated staff immediately
17. Promoting the inclusion of all pupils, including those with EAL and supporting individual pupils who find it difficult to form relationships or successful access to the curriculum
18. Helping to keep pupils on task by giving individual attention where necessary and helping them to become



more successful learners

The Quality of Provision

19. Assisting in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development
20. Liaising with class teachers / SENDCo and contributing to individual planning and EHCP reviews as necessary
21. Assisting with planning, creating and mounting displays
22. Maintaining a safe and purposeful learning environment
23. Supervising pupils in different contexts, ensuring their safety at all times
24. Assisting in maintaining good relationships between all members of the school community, including parents, support staff and other professional agencies.
25. Developing skills and knowledge of ICT, particularly in supporting children with Special Needs

Other Responsibilities

25. Attending relevant meetings and contributing to curriculum development, school policies and procedures
26. Supervising pupils during break times as necessary and maintaining a good level of hygiene in the dining hall
27. Ensuring good communication
28. Taking responsibility for own professional development by seeking opportunities and attending relevant training
29. Contributing to the wider life of the school
30. Taking part in school practices and procedures, e.g. playground duties, educational visits, school performances
31. Be willing to undertake first aid training and once qualified administering basic first aid to staff and pupils.
32. Be committed to the school's aims and values
33. Ensuring that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation
34. Any other duties required by the Senior Leadership Team within the scope of this post

This job description is to be used in conjunction with the 'Professional Standards for Teaching Assistants – June 2016' document. It may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with the post holder.

