



## Job Description

**Title of post: Teaching Assistant**  
**Level 3 – + SSA**

**School:** Portobello Primary School

**Responsible to:** Senior Teachers & Class Teachers

### Job Purpose

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. Staff may also supervise whole classes occasionally during the short-term absence of teachers and will need to respond to questions and generally assist pupils to undertake set activities. The key roles of this post will generally include:

### Providing support for pupils by

- Using specialist (curricular/learning) skills/training/experience to support pupils.
- Provide pastoral support to pupils.
- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
- Participate in comprehensive assessment of pupils to determine those in need of particular help.
- Assist the teacher with the development and implementation of Individual education/behaviour/support/mentoring plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the speedy/effective transfer of pupils across phases
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Challenge and motivate pupils, promote and reinforce self esteem.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Promoting the inclusion and acceptance of all pupils within the classroom.

### Providing support for the teacher by:

- Working with the teacher to establish an appropriate learning environment.
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with the teacher in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Undertaking marking of pupils' work and accurately record achievement/progress.
- Provide accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed, contributing reviews of systems/records as requested.
- Assist in the development and implementation of appropriate behaviour management strategies.
- 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.

Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

- Clerical / admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions, making phone calls including achievement of the 24 tasks etc.
- Liaise with feeder schools and other relevant bodies to gather pupil information.

#### **Providing support for the curriculum by:**

- Implementing local and national learning strategies e.g. literacy, numeracy, early years and make 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.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

#### **Provide support for the school by:**

- Be aware of and comply with policies and procedures relating to child protection, behaviour, anti-bullying, anti-racism, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Providing appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertaking planned supervision of pupils' out of school hours learning activities.
- Supervising pupils on visits, trips and out of school activities as required.
- Such other responsibilities allocated which are appropriate to the grade of the post.
- To be aware of the importance of Well Being and Work-life Balance and to share concerns with SLT.