

# Job Profile

## Teaching Assistant

### Grade D

School:

Line Manager:

#### Job Purpose

##### Level 1

To work under the direct instruction of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

##### Level 2 to include:

To undertake work/care/support programmes, prepare general support in the preparation and maintenance of resources and support the teacher in ensuring the health and safety of pupils. Work may be carried out in the classroom or outside the main teaching area. Level 2 requires less direct instruction/guidance from the teacher.

##### The key roles of this post will generally include:

#### 1. Providing support for pupils by

1. Attending to personal needs and implementing related personal programmes, including social, health, physical, hygiene and welfare matters
2. Supervising and supporting pupils ensuring their safety and access to learning
3. Establishing good relationships, acting as a role model and being aware of and responding appropriately to individual needs
4. Promoting the inclusion and acceptance of all pupils
5. Encouraging interaction with others and engaging pupils in activities led by the teacher
6. Encouraging pupils to act independently as appropriate

##### Level 2 to include:

7. Supervising and providing support for pupils with special needs
8. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
9. Supporting and monitoring the challenging and demanding expectations set by the teacher and promote self-esteem and independence
10. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
11. Act as a note taker for national assessments e.g. SATs

## **2. Providing support for the teacher by**

- 12. Preparing the classroom as directed for lessons, clearing afterwards and assisting with the display of pupils work
- 13. Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed
- 14. Undertaking pupil record keeping as requested, eg filing of records and pupil profiles
- 15. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
- 16. Gathering/reporting information from/to parents/carers as directed
- 17. Providing clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

### **Level 2 to include:**

- 18. Promoting good pupil behaviour, in line with school policy, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- 19. Maintaining constructive relationships with parents/carers
- 20. Administering routine tests and invigilating exams and undertaking routine marking of pupils' work, referring any difficulties to the class teacher
- 21. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- 22. Contributing to the planning of learning activities
- 23. Monitoring pupils' responses to learning activities and accurately record/report achievement/progress as directed

## **3. Providing support for the curriculum by**

- 24. Supporting pupils to understand instructions
- 25. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- 26. Supporting pupils in using basic ICT as directed
- 27. Preparing and maintaining equipment/resources as directed by the teacher, assisting pupils in their use
- 28. Carrying out annual stocktaking as directed

### **Level 2 to include:**

- 29. Undertaking structured and agreed learning/activities/teaching programmes, adjusting activities according to pupil responses
- 30. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher

#### **4. Providing support for the school by**

31. Be committed to the safeguarding and promotion of the welfare of children and young people.
32. Being aware of and complying with school policies/procedures relating to child protection, health, safety and security, behaviour, anti-bullying, anti-racism, confidentiality and data protection, reporting all concerns to an appropriate person
33. Being aware of and supporting difference, ensuring all pupils have equal access to opportunities to learn and develop
34. Contributing to the overall ethos/work/aims of the school
35. Appreciating and supporting the role of other professionals
36. Attending relevant meetings as required
37. Participating in training and other learning activities and performance development as required
38. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
39. Accompanying teaching staff and pupils on visits, trips and out of school activities as required
40. Such other responsibilities allocated which are appropriate to the grade of the post

#### **Level 2 to include:**

41. To take responsibility for a group under the supervision of the teacher

### **Knowledge and Qualifications**

#### **Essential**

##### **Knowledge of:**

- Basic ICT - computer, video, photocopier

##### **Qualifications:**

- Good numeracy and literacy skills

##### **Experience:**

- Working with or caring for children of relevant age

#### **Level 2 to include:**

##### **Knowledge of:**

- Basic understanding of child development and learning
- General understanding of national/foundation stage curriculum and other basic learning programmes / strategies

##### **Qualifications:**

- NVQ Level 2 for Teaching Assistants, equivalent qualifications

#### **Desirable**

##### **Knowledge of:**

- Current restraint techniques

##### **Qualifications:**

- DfES Teacher Assistant Induction Programme
- Full First Aid Qualification

##### **Experience:**

- Basic clerical duties
- Working as part of a team

#### **Level 2 to include:**

##### **Knowledge of:**

- Relevant learning strategies

