



JOB DESCRIPTION Teaching Assistant

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

The Ideal Candidate

Experienced Teaching Assistant and passionate about supporting learning with children.

Job Purpose

To carry out the professional duties of a Teaching Assistant as circumstances may require and in accordance with the school's policies under the direction of the headteacher.

Duties

1. Assist in the educational and social development of pupils under the direction and guidance of the headteacher, SENCO and class teachers
2. Assist in the implementation of Individual Learning Plans (ILPs) Individual Education Programmes (IEPs) and Documentation for pupils and assess and record progress
3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
4. Take part in, and be trained in, Forest School activities
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary

Responsible to:

SBM

Qualifications:

TA Qualification L3

Areas of Responsibility and Key Tasks

a) Planning, Learning, Teaching and Behaviour Management

Support the teacher by:

- developing projects which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting and using clear targets which build on prior attainment in IEPs and ILPs
- supporting pupils with individual needs including those with SEN or who are very able
- promoting the inclusion of all pupils ensuring interactions maintain pace, motivation and challenge
- using effective questioning and listening skills
- providing regular feedback about the children to the teacher or other teaching assistants
- maintaining positive behaviour in accordance with the WNA's procedures and encouraging good home /school relationships to maintain this

- evaluating own practise to improve effectiveness;
- taking account of pupils' needs by providing learning opportunities in which develop the areas of learning identified in IEPs and ILPs
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively using a variety of learning and teaching strategies which involve planned adult intervention, first-hand experience and play and talk

b) Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve achievement
- observe learning and document achievement, set target for future progress
- be available for consultation meetings with parents

c) Other Professional Requirements

- operate at all times within the stated policies and practices of WNA
- have a specialism(s) to enable exciting and stimulating learning
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils
- take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner/local schools
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors.

Administrative Duties

- Prepare and present displays of student's learning
- Support class teachers in preparation, classroom organisation and other tasks in order to support learning and teaching

Breakfast Club/After School Care

- Set up a welcoming environment for children and other adults
- Be responsible for all resources and produce a regular audit and spending suggestions to SBM
- Be responsible for keeping a daily register and providing feedback for staff/parents about children's eating habits and experience
- Audit and produce a weekly 'shopping list' for SBM for breakfast materials/sandwiches

- Ensure food is stored appropriately at the end of each session and that crockery, tables and the kitchen space is left clean and tidy
- Audit foodstuffs and check 'use by' dates
- Demonstrate awareness of health and safety, equal opportunities and ensure positive behaviour strategies in line with WNA's policies and procedures
- Lead other staff who are working in the Breakfast Club/After School Care

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.