

**Teaching Assistant**

**Job Description**

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| **Post:** | Teaching Assistant |
| **Grade:** | 3 |
| **Location:** | Ox Close Primary School |
| **Responsible To:** | Executive Head Teacher |
| **Job 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. |

**Duties and Responsibilities**

**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 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.

**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.

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|  | **Signature** | **Print Name** | **Date** |
| **Employee** |  |  |  |
| **Manager** |  |  |  |