



## Teaching Assistant - Level 4

**POST TITLE:** Teaching Assistant Level 4

**GRADE:** Band 4

**RESPONSIBLE TO:** SEND Co-Ordinator

### Overall Objectives of the Post:

To work under the instruction/guidance of teaching/senior staff 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. Work may be carried out in the classroom or outside the main teaching area. Assist 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. The primary focus will be to maintain good order and to keep pupils on task.

### Job Description

To contribute to the delivery of the national curriculum and provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.

To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources.

To deliver learning to individuals, small groups and whole classes. To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

### **Duties and Responsibilities**

Support for Pupils, Teachers and the Curriculum

- Plan, prepare and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual pupils;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment as agreed with the teacher;
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
- Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required;
- Select and adapt appropriate resources/methods to facilitate agreed learning activities;
- Maintain a clean, safe and tidy learning environment;
- Ongoing guidance and support of pupils in their social development and their emotional well-being, reporting problems to the appropriate person;

- Supply specialist support with direction and guidance from teaching staff, allowing pupils to access the curriculum and participate fully in school activities;
- Under the guidance of a teacher support the role of parents/carers, in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement;
- Contribute to the development of policies and procedures;

Enhanced Teaching Assistants are expected to undertake at least one of the following:

- a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND);
- b. Provide specialist support to pupils where English is not their first language;
- c. Provide specialist support to gifted and talented pupils;
- d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject);

(Staff must demonstrate specialist skills relevant to their role in (a-d) above)

- Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists;
- Provide short term cover of classes on a regular timetabled basis planned by the teacher. The normal expectation on a weekly basis would be to cover half a day per week and could also provide cover on a non-timetabled basis, usually within own class;
- Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources;
- Invigilate/ support examinations and tests;
- Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a Supervisory Assistant;
- Prepare and present displays;
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide pastoral care to children;
- Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
- Support pupils to develop their skills of independence, resilience and confidence;
- Contribute to the development and implementation of support plans including Support Plans and EHCP's, including attendance at, and contribution to, reviews as required;
- Work with pupils not working to the normal timetable;
- Support the use of ICT in the curriculum Support for the School;
- Be aware of and comply with policies and procedures relating to 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;

#### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher;

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 are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.