



## Job Description – Teaching Assistant

**Responsible to:** Team Leader

**Responsible for:** Supporting the teaching and learning of children under the direction of a teacher

**Pay Scale:** Band 6

**Hours of Work:** 8.30 – 3.30 daily with 30 minutes for lunch / 1 hour CPD or Directed Time each week

### **Purpose of the post**

To work with teachers to support teaching and learning by working with individuals and/or small groups of pupils, adjusting activities under the direction, guidance and supervision of teaching staff.

Responsibility to provide short term emergency cover for the teacher by supervising classes.

Responsible for delivering some learning activities within teaching week.

**To work as required within a primary setting, with children aged 2 – 11 years old.**

### **Main duties and responsibilities**

- Provide emergency short term cover by supervising classes through the use and deployment of pre-planned activities.
- Assist in the preparation of work and other activities for pupils, following direction from a teacher
- Implement planned learning activities and teaching programmes as defined by the teacher adjusting for the needs of individual children
- Provide verbal and written feedback on pupils' progress, development and attainment either in the Intervention File or on Target Tracker
- Work with individual pupils and/or groups of pupils on targets and assisting pupils to meet learning objectives.
- Provide feedback to pupils in relation to attainment and progress under the guidance of a teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in emotional and social well-being, reporting problems to the teacher as appropriate
- Share information concerning pupils with staff by recording on CPOMS anything that needs noting.
- Support independent learning and the inclusion of all pupils
- Support the raising of educational aspiration for all pupils
- Assist in the creation of ILPs for individual children that you work with, including suggestion of next steps
- Support the work of volunteers and other support staff in the setting
- Select, prepare and clear up materials used in the learning environment ensuring that they are available for use as directed by the teacher, including photocopying, filing and the presentation and display of the pupils work
- Support pupils in their social, emotional and personal development
- Engage positively with all pupils, following the behaviour policy
- Promote high standards of behaviour, employ effective de-escalation strategies and where necessary, use physical intervention to keep a child or adult safe.

### **Specific Responsibilities**

- Record information about children using CPOMS (all staff)
- Record observational assessments of children on Target Tracker (EYFS staff only)
- Record written observations of a child's progress and completion of tasks in the Intervention File (Y1 – Y6 staff only)
- Support children's learning through play (EYFS and Y1 staff only)
- Assist with break-time supervision including facilitating games and activities (Y1 – Y6 staff only)
- Assist with escorting pupils on educational visits (all staff)
- Assist pupils with eating, dressing and hygiene as required while encouraging independence (all staff)
- Work with individual pupils with special educational needs (all staff)
- Work with pupils for whom English is not their first language (all staff)
- Monitor and manage stock and supplies for the classroom (all staff)

### **Personal and Professional Conduct**

- Uphold the ethos, policies and practices of the school
- Through positive attitude, values and behaviours, develop and sustain effective relationships with all colleagues.
- Ensure that all safeguarding responsibility is adhered to
- Recognise differences and respect cultural diversity
- Ongoing commitment to practice development through self-evaluation and awareness – accept professional advice in order to improve performance

### **Knowledge and understanding**

- Be willing to acquire the appropriate skills/qualifications/experience required for the role
- Demonstrate expertise and skill in understanding the needs of all pupils, and know how to adapt and deliver support to meet individual needs setting high expectations in doing so.
- Increase personal effectiveness through reflective practice and following advice
- Support teachers and pupils in achieving positive outcomes through ensuring knowledge of the curriculum in your current area of school is up to date.
- Understand the context of the whole school and that responsibilities to the school community extend beyond a direct support role in one area of school

### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase levels of pupil achievement
- Promote, support and facilitate inclusion by encouraging participation of all pupils in all learning and extra-curricular activities
- In line with school policy and procedure, consistently apply effective behaviour management strategies
- Contribute to effective assessment and planning by monitoring, recording and reporting pupil progress
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning
- Through organising and managing physical learning space and resources, support the maintenance of a stimulating and safe learning environment

### **Working with others**

- Through effective liaison, communication and partnership working, recognise, value and respect the role and contribution of other professionals, parents and carers
- Keep other professionals accurately informed of progress or concerns they may have about pupils that they work with
- Through an appreciation of the role and responsibilities, work in partnership with classroom teachers and colleagues by ensuring that their knowledge is able to inform planning and decision making
- Communicate specialist understanding to other school staff and education professionals to facilitate consistent decision making on intervention and provision

### **Upholding school ethos**

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
- Carrying out tasks for the care and general welfare of pupils in respect of toileting, at meal times and changing .

***This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the headteacher and post holder.***