**Enhanced Teaching Assistant** 

**Job Description**

Post: Enhanced Teaching Assistant

Grade: 5

Location: Vane Road Primary School

Responsible To: Head teacher/Senior Manager/SENCO

Job Purpose

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. Also 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