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| Teaching Assistant  Job Description | C:\Users\jraine\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1DG0HEVU\Consett Infant school 3.png |

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| **Post:** | Teaching Assistant |
| **Grade:** | 3 |
| **Location:** | Consett Infant School |
| **Responsible To:** | Head Teacher |
| **Job Purpose** | To work with teachers to support teaching and learning, providing specialist support to SEND children within school  To undertake work/care/support programmes to enable access to learning for SEND pupils and to assist the Teacher/Manager in the management of pupils and the classroom. |

**Duties and Responsibilities**

Support for Pupils, Teachers and the Curriculum

* Provide 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 allocated pupils
* 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, writing reports and records as required
* Select and adapt appropriate resources/methods to facilitate agreed learning activities
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
* Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
* Support the work of volunteers and other teaching assistants in the classroom;
* Support the use of ICT in the curriculum;
* Assist in escorting and supervising pupils on educational visits and out of school activities;
* Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
* Maintain a clean, safe and tidy learning environment;
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
* May be asked to administer medications subject to agreement and in line with school policy;
* Provide basic first aid, if appropriate, ensuring timely referral to 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 child protection/safeguarding, 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.