



Job Description – Teaching Assistant

Responsible to – SENCO

Purpose of the Job

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.

Principal Responsibilities

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities;
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Establish constructive relationships with pupils and interact with them according to individual needs;
- Promote the inclusion and acceptance of all pupils;
- Encourage pupils to interact with others and engage in activities led by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support to Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work;
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals;
- Assist with the planning of learning activities;
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed;
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc;
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Administer routine tests and invigilate exams and undertake routine marking pupils' work;
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years and recording achievement and progress and feeding back to the teacher;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

General

- Be aware and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to the school Health and Safety Policy including risk assessment and safety systems
- To adhere to the School Policy on Equality and Diversity
- To contribute to the overall ethos and aims of the school
- To appreciate and support the roles of other professionals
- Participate in training opportunities and professional development as required
- Support the College at school events as and when required
- Undertake similar duties commensurate with the level of the post as required by the Headteacher

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed.