

JOB DESCRIPTION (to be reviewed annually at appraisal)

POST: Teaching Assistant

General Description of Post

Teaching Assistants are appointed to work within the school as part of a team, under the general direction of the Head Teacher (hours 8.30am - 4.00pm Monday to Friday).

Duties

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/line manager. In co-operation with them, the post-holder will:

Support the pupil by:

1. Undertaking the activities of individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
2. Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
3. Establishing a supportive relationship with the children concerned.
4. Developing methods of promoting and reinforcing the child's self-esteem and emotional resilience.
5. Preparing and maintaining safe learning environments.
6. Dealing with accidents, emergencies and illness.
7. Supporting the safeguarding of pupils.
8. Assisting with the planning of individual pupil's work through discussion and record keeping and becoming familiar with all children's individual programmes and all methods of record keeping.
9. Ensuring pupils are able to use equipment and materials provided, including ICT, safely and effectively.
10. Motivating and encouraging pupils as required, by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
11. Assisting in weaker areas e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.
12. Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
13. Providing additional nurture to individuals, when requested by the class teacher.
14. Consistently and effectively implementing agreed behaviour management strategies and promoting positive behaviour.
15. Making appropriate resources to support the pupils.
16. Meeting pupils' physical needs while encouraging independence e.g. helping pupils to change for PE lessons or swimming, cleaning and reassure pupils after accidents.

17. Giving pupils feedback on achievements in order to reinforce and develop self-reliance and self esteem, including marking children's work when working with them.

Support the teacher by:

1. Keeping such records of the children's development as are required by the school.
2. Contributing to the planning and evaluation of teaching and learning activities.
3. Planning, delivering and evaluating teaching and learning activities under the direction of a teacher.
4. Observing and promoting pupil performance and development.
5. Assisting the teacher with the pupils' daily routine, including toileting and personal hygiene needs, and ensuring that pupils are dressed appropriately for various activities e.g. games, swimming.
6. Preparing classroom/teaching areas, equipment and children for each session as required, including furniture, seating, teaching aids, materials etc.
7. Assisting in maintaining a pleasant environment in the classroom e.g. assisting with display work, tidying and providing access to resources.
8. Cleaning and tidying all work areas after sessions as required.
9. Assisting the teacher in activities out of school e.g. trips.
10. Liaising adequately with the class teacher each week during term time, outside the school day when necessary, and attending staff meetings when required.
11. Carrying out and reporting on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development, under the direction of the teacher.
12. Preparing work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
13. Collating pupil reports as requested.
14. Locating and obtaining curriculum resources at the request of the teacher.

Support the school by:

1. Promoting a safeguarding attitude to working with pupils. Taking all **reasonable measures to ensure that the risks of harm to children's welfare are minimised and understand the Safeguarding Child Protection policy** and procedures, Health and Safety policy and First Aid policy and undertake training when required.
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. Developing and maintaining good working relationships with other colleagues/practitioners.
4. Reflecting on and developing your own practice.
5. Reporting any accidents or hazards immediately, filling in the accident book and following school procedures thus ensuring a safe environment for all.

6. Supervising pupils during break times and lunch times as directed. Supervising the safe and sensible arrival of pupils and escorting them to their classrooms as required.
7. Covering for teachers in their absence with the support of the Head of Subject/Department.
8. Taking responsibility for simple first aid in line with school policy.
9. Contributing to the organisation of concerts, school trips and events and support the PTA by attending functions.
10. Supporting the use of ICT in learning activities.
11. Taking part in training activities offered by the school to further knowledge and expertise.

Special areas of responsibilities.

Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

This job description is to be used in conjunction with the attached Professional Standards for Teaching Assistants that form part of the annual performance management appraisal.

The following are expectations of the post holder.

Standards for Teaching Assistants

Professional Values and Practice

1. Have high expectations of all pupils irrespective of their social, cultural, linguistic, religious and ethnic backgrounds.
2. Build and maintain successful relationships with pupils.
3. Demonstrate and promote positive values, attitudes and behaviour.
4. Work collaboratively with colleagues carrying out the role effectively, knowing when to seek help and advice.
5. Be able to improve own practice, through observation, evaluation, discussion with colleagues and relevant INSET.

Knowledge and Understanding

1. Be familiar with the school curriculum and policies and procedures.
2. Understand the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved, and understand the place of these in the related teaching programme.
3. Know how to use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.
4. Know the key factors that can affect the way pupils learn.
5. Know a range of strategies to establish a purposeful learning environment and to promote good behaviour.
6. Know the legal definition of special educational needs, and are familiar with the guidance about meeting these needs given in the "Special Educational Needs: Code of Practice."

Planning and Assessment

1. Working within a framework set by the teacher, plan their role in lessons including how they will provide feedback to pupils and colleagues on pupils' learning and behaviour.
2. Support the teacher by the preparation and effective use of teaching resources.
3. Be able to support teachers in their evaluation of pupils' progress through a range of assessment activities.
4. Monitor pupils' responses to learning tasks and modify their approach accordingly
5. Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
6. Acknowledge the responsibility they have for the day to day appearance and tidiness of relevant rooms and areas.
7. Work as a cohesive team with their line manager/teacher to facilitate learning.
8. Show respect for the teacher's/line manager's judgement in the allocation of their roles and responsibilities.

Teaching and Learning Activities

1. Communicate effectively and sensitively with pupils to support learning.
2. Promote and support the inclusion of all pupils in learning activities.
3. Use behaviour management strategies including non-verbal communication in line with the school's policies and procedures.
4. Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes and teaching and planning where the assigned teacher is not present.
5. Recognise and respond effectively to equal opportunities issues as they arise.
6. Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
7. Show initiative in managing the cleaning and storage of used resources, giving due regard to Health and Safety matters.
8. Respond in a professional, efficient and effective manner, to line manager's/teacher's instructions and requests.