

Teaching Assistant Job Description



Post Held : Teaching Assistant

Line manager: Headteacher/SENCo

Supervision: Class teacher, SENCO

Main purpose of job:

To work/care/support for children to enable access to learning and to assist the teacher in the management of pupils and the classroom.

This may include working with and supporting an identified child with developmental delay, cognition & learning difficulties and speech & language needs.

To work under the instruction/guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classrooms or outside the main teaching area.

DUTIES AND RESPONSIBILITIES

Support for pupils:

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
2. To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
3. Consider the learning support involved to aid the pupils to learn as effectively as possible both in group situations and on his/her own by:
 - clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided;
 - assisting in areas of need, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
 - helping children to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - assisting with the implementation of Pupil Passports for children with SEN. This may involve working 1:1 with a child as their key worker;
 - developing appropriate resources to support the children;
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher (including during school trips).
4. To establish a constructive relationship with the pupils and interact with them according to individual needs;
5. To promote the inclusion and acceptance of all children;
6. To set high expectations of pupils and promote self-esteem and independence;
7. To provide the **necessary** pastoral care (including toileting needs) to enable children to feel secure and happy under the guidance of the teacher;
8. To carry out basic first aid duties as required.
9. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;

Support for teachers

10. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
11. Assist in the monitoring of pupil's responses to learning activities and accurately record achievement as directed;
12. Provide accurate and regular feedback about the children to the teacher (this may include feedback in books under teacher direction)
13. Participate in the evaluation of the support programme/interventions;
14. Promote good behaviour, dealing promptly with conflicts and incidents in line with established behaviour policy
15. Support class teachers in photocopying and other admin tasks e.g. collecting money.

Support for the Curriculum:

16. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
17. Undertake intervention programmes (under the guidance of the class teacher and SENCo), recording achievement and progress, and feeding back to the teacher/SENCo;
18. Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
19. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Support for the school:

20. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
22. Contribute to the overall ethos/work/aims of the school;
23. Appreciate and support the roles of other professionals;
24. Attend and participate in relevant meetings and training as required;
25. Where appropriate develop a relationship to foster links between home and school;
26. Liaise, advise and consult with other members of the team supporting the children as appropriate;
27. Contribute to reviews of children's progress as appropriate,
28. Set a good example in terms of dress, punctuality and attendance;
29. Prepare and present displays of children's work as required;
30. Undertake other duties from time to time as required by the Headteacher.

Arrangements for appraisal of performance

The role of the Teaching Assistant will be monitored through annual observation and meeting(s) with the SENCo.