

## Job Description – Teaching Assistant

### Supporting Pupils

1. To develop an understanding of the specific needs of all pupils.
2. Taking into account the special needs involved, to aid pupils to learn as effectively as possible, both in group situations and on their own, for example by:
  - clarifying and explaining instructions.
  - ensuring pupils can access equipment and materials provided.
  - motivating and encouraging pupils.
  - providing scaffolds to help pupils access their learning
  - helping children to focus on their learning.
  - meeting physical needs as required, whilst encouraging independence.
  - liaising with class teacher and SENDCo where appropriate in devising complementary learning activities.
  - provide stretch and challenge for children of all abilities.
3. To establish a supportive relationship with pupils.
4. To encourage acceptance and integration of pupils.
  - To develop methods of promoting and reinforcing self-esteem.
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### Supporting the Teacher

1. To assist in the development and evaluation of suitable programmes of support, including the management of learning plans to enable pupils to progress towards their targets.
2. To carry out administrative duties and support with displays.
3. To provide regular feedback about pupils to the class teacher.
4. To care for materials and equipment, and where possible to assist in making materials.
5. To assist the teacher with learning activities, ensuring health and safety, safeguarding and promoting positive behaviour and attitudes of pupils.

## **Supporting the School**

1. Where appropriate, to develop relationships to foster links between home and school.
2. When asked to do so, to liaise with other members of the team supporting individual pupils.
3. To undertake relevant training and other learning activities and attend relevant meetings (within contracted hours) as required, to support continuing professional development.
  - To support and contribute to the school vision and promote and model its Christian Values.
  - To communicate concerns with school policy or practice to the Headteacher and SENDCo.
  - To carry out any other tasks directed by the Leadership Team which fall within the purview of the post or may be needed, on a short term or emergency basis, to support the smooth running of the school.
  - To be aware of and comply with policies and procedures relating to Safeguarding, child protection, health and safety and security and confidentiality, including GDPR, ensuring that any concerns are reported to an appropriate person to ensure pupils' wellbeing.

### **Lunchtime supervision (may be required)**

To supervise pupils throughout the school during the midday break or the interval between the end of the morning session and the start of the afternoon session to ensure their wellbeing and maintain their safety.

- To communicate information to class teachers and/or the Leadership Team regarding pupils' wellbeing.
- To be aware of and comply with policies and procedures relating to Safeguarding, child protection, health and safety and security and confidentiality, including GDPR, ensuring that any concerns are reported to an appropriate person to ensure pupils' wellbeing during lunchtimes.