**Teaching Assistant – Job Description**

**School: Palm Bay Primary School**

**Grade: Kent Range 3**

**Responsible to: Line Manager**

**Main purpose:**

The Teaching assistant will:

* Work with class teachers to raise the learning and attainment of pupils
* Promote pupils’ independence, self-esteem, emotional wellbeing and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

**Key duties and responsibilities:**

**Teaching and learning**

1. Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
2. Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
3. Use effective behaviour management strategies consistently in line with the school’s policy and procedures
4. Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
5. Observe pupil performance and pass observations on to the class teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Supervise a class if the teacher is temporarily unavailable
8. Use ICT skills to advance pupil’s learning
9. Undertake any other relevant duties given by the class teacher

**Planning**

1. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
2. Read and understand lesson plans shared prior to lessons
3. Prepare the classroom for lessons

**Working with colleagues and other relevant professionals**

1. Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
2. Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
3. Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

1. Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
2. Make a positive contribution to the wider life and ethos of the school

Health and safety

1. Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy
2. Look after children who are upset or have had accidents

Professional development

1. Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
2. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
3. Take part in the school’s appraisal procedures

Personal and professional conduct

1. Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
2. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
3. Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
4. Respect individual differences and cultural diversity

**Teaching Assistants in this role may also undertake some or all of the following:**

1. Support children’s learning through play
2. Assist with break-time supervision including facilitating outside games and activities
3. Assist with escorting pupils on educational visits
4. Assist with pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
5. Cover lunchtime supervision as well as playtime