**JOB DESCRIPTION**

**POST TITLE: Teaching Assistant**

**GRADE/SALARY: KR3**

**REPORTING TO: SLT**

**PURPOSE OF THE ROLE:**

To work under the instruction of teaching/senior staff, inside and outside the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

* To assist teachers by supporting pupils in their learning in order to ensure their continuing educational development.
* To assist teachers in fostering an attractive learning environment to ensure pupils spend their school life in stimulating surroundings.
* To assist teachers and senior managers in preparing resources and equipment as necessary in order to support pupils’ learning.
* To assist teachers to maintain clear records and observations so that pupils receive the maximum benefit from their education.

**SUMMARY OF RESPONSIBILITIES**

**Support for pupils inside and outside the classroom**

* Supervise pupils, including those with special needs, ensuring their safety and encouraging pupils to interact with others, to engage in activities led by the teacher and to act independently.
* Establish good relationships with pupils, acting as a role model, reporting progress and achievements to the teacher as agreed.
* Promote inclusion and acceptance of all pupils and establish constructive relationships according to individual needs.
* 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.
* Ensure that pupils have understanding of learning and are able to use equipment and understand use of resources provided.
* .Where appropriate, carry out small group and individual interventions including phonics to help support the children's learning.
* With wellbeing in mind, provide the necessary pastoral care to enable pupils to feel secure and happy and respond to pupils’ minor welfare and personal needs and if aware, ensure pupils requiring regular medication are given timely reminders.

**Support for teachers**

* Assist teacher/SLT in the development and planning suitable learning activities and programmes of support for pupils
* Monitor pupil responses to learning activities and accurate record achievement as directed
* Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of pupils’ work.
* Record individual pupil’s behavioural difficulties, discussing with teachers appropriate responses and carrying them out. Promoting and encouraging pupils to take responsibility for their own behaviour.
* Undertake pupil record keeping, collecting information from/to parents/carers as directed.
* Provide admin support for class teachers such as photocopying in order to support delivery of high levels of teaching and learning.
* Assist the teacher in developing effective methods of explaining basic ICT applications and supporting pupils in their use. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

**Support for the curriculum**

* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Support pupils in undertaking literacy and numeracy tasks as directed by the teacher.
* Monitor and arrange orderly and secure storage of supplies and resources
* Prepare, maintain and operate everyday equipment in accordance with instructions.

**Support for the school**

* To ensure that the safeguarding culture of TKAT is actively promoted and upheld. Familiarise and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed.
* Understand the school’s educational and behavioural policies for developing pupils.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* Attend necessary meetings and participate in discussions, which contribute to the overall ethos/work/aims of the school.
* Familiarise with TKAT staff related policies include Staff Code of Conduct
* Be aware of, support diversity, and ensure all pupils have equal access to opportunities to learn and develop.
* Appreciate and support the work of other professionals.
* Participate in training and other learning activities and performance development as required.
* Any other duties reasonably requested, in a reasonable timeframe, by the Head Teacher/ Senior Leadership Team

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Holder