Job Title: Teaching Assistant Reports to: Class Teacher

PURPOSE OF JOB

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes. Establish and maintain relationships with individual pupils and groups.

PRINCIPAL ACCOUNTABILITIES

* Assist teacher with learning activities ensuring good behaviour of pupils (including off-site activities such as trips, swimming etc.). Support the pupils in accessing learning activities as directed by the teacher to enable pupils’ progress towards their targets.
* Provide support and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to deliver the learning programmes set for each child.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
* Attend to pupil’s personal care needs to ensure pupils’ wellbeing, health and safety.
* Implement behaviour management programmes for pupils with learning and/or emotional problems to ensure pupils’ wellbeing, learning, health and safety needs are met.

NECESSARY EXPERIENCE

* Good standard of general education in respect of good numeracy and literature skills.
* Use basic technology (computer, video, photocopier)
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.(training is provided)
* Have the ability to relate well to children and adults and understanding their needs.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.
* First Aid qualification would be an advantage.

SCOPE FOR IMPACT

Teaching Assistants in schools make a strong contribution to pupils’ learning and achievement. They provide support to teachers allowing qualified teachers to make even more effective use of their time, professional knowledge and skills. TAs contribute to pupils’ learning and will have a significant impact on pupils’ achievement.

JOB CONTEXT

TAs will be expected to work effectively with pupils under the direction and supervision of a class teacher. They will contribute to monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required under the direction of the class teacher.

Name: Signature: Date: