



Teaching Assistant Job Description

Responsible to: Class teacher and Headteacher

Main purpose of the job:

To work under the instruction or guidance of teaching or senior staff, to undertake work, care or/support programmes, **to enable access to learning** for pupils, including those with special needs, **to assist the teacher** in the management of pupils and the classroom. Work may be carried out in the classroom, outside or in any area of the school site.

Professional qualities:

- Knowledge and experience in supporting and extending children's learning.
- Ability to reflect on current practice and implement improvements.
- Ability to work as a team member.
- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Participate in staff training if this is relevant.
- Participate in personal professional development.

Major Duties and Responsibilities:

- Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.
- Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
- Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activities and assist pupils in use.
- Ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Administer routine tests and invigilate exams and undertake routine marking of pupil's work, as appropriate.

Job Activities:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher. Supervise and assist with any toileting/medical needs as required.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- 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
- Establish constructive relationships with parents/carers.
- Provide clerical and administration support for teachers as necessary
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Work within pre-determined guidance, policies and procedures of the school and the class teacher's guidance.
- Assist with the supervision of pupils out of lesson times, including before and after school. 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 regular school meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Be aware of the school's educational and behavioural policies for developing pupils and work within their guidelines
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Knowledge and understanding

- Maintain an up to date knowledge and understanding of the appropriate curriculum e.g. EYFS, KS1, KS2
- Participate in CPD relevant to personal and school related targets
- Be aware of the school's educational and behavioural policies for developing pupils and work within their guidelines
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Teaching and learning

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Working with others

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- Establish constructive relationships with parents/carers.
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