

Job Title: **Teaching Assistant**

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1 PURPOSE OF JOB

To contribute to the management of pupil behaviour and support pupils during learning activities. To establish and maintain relationships with individual pupils and groups. To provide cover supervision for whole classes where and when required. To review and develop own professional practice.

2. PRINCIPAL ACCOUNTABILITIES

- Implement structured learning activities/teaching programmes and support pupils in accessing learning activities under the guidance of the class teacher, providing feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential.
- Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to pupil learning.
- Be able to use a range of strategies to deal with classroom behaviour and understand individual behavioural needs to ensure pupils' learning needs are met. Follow the school behaviour policy for rewards and sanctions, filling in behaviour forms and awarding certificates as appropriate.
- Administer routine tests and undertake routine marking as directed by class teacher and maintaining records as requested in order to allow the class teacher to concentrate on other activities requiring their professional input
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage pupils to take full responsibility for their own behaviour in order to maintain required standards of discipline and pupils' wellbeing, health and safety.
- Be familiar with, and comply with a full range of policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Timely and accurate preparation and use of equipment/resources/materials as required by staff/curriculum/lesson plans etc. whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils learning needs are met.
- Ensure equipment is safe.
- Undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the class teacher deliver the specific learning programme set for each child.
- Contribute to the overall work/aims of the school and support the role of colleagues and other professionals to enable the school to 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.
- Supervise and monitor playtimes as directed, ensuring that pupil safety is maintained as outlined in the staff handbook.

### 3. NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills
- Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour.
- Successful relevant experience of working with children.
- Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use.
- Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required.
- Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

### 4. SCOPE FOR IMPACT

Support staff in schools. Make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers, so that they are able to make even more effective use of their time, professional knowledge, skills and understanding. TA's contribute to pupils' learning and will have a significant impact on their achievement.

### 5. JOB CONTEXT

TAs are expected to work effectively, with individual pupils and/or small groups under the direction and supervision of a class teacher. At this level, the TA should have the necessary training and skills for cover supervision. TAs will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs are 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 work within the relevant policies, code of practice and legislation reporting any concerns to the appropriate person.

The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.