



JOB DESCRIPTION

TITLE	Teaching Assistant
RESPONSIBLE TO	Head teacher, line managed by the SENCO
DATE	February 2023

SECTION 1 - JOB PURPOSE AND RESPONSIBILITIES

The education and welfare of a designated class, group or individual pupils in accordance with the requirements of the Support Staff Pay and Conditions Document, having due regard to the aims, values and ethos of the school, its aims and objectives in relation to the delivery of the National Curriculum and associated assessment and record keeping, and any policies of Aquila Multi Academy Trust and the Local Governing Body.

1.1 Job purpose

To facilitate and encourage learning which enables pupils to achieve high standards; to share and support the corporate responsibility for the well being, education and discipline of all pupils.

Support for pupils

- support pupils' learning activities, attend to additional learning needs, and help in development;
- help with the care and support of pupils;
- contribute to the health and well-being of pupils;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour.
- assist pupils in carrying out schemes of work and programmes set by teaching staff;
- support pupils' in their individual learning and development, for example, in their acquisition of cognitive and learning skills;
- help pupils to develop their literacy and maths skills, and thus to improve their attainment across the curriculum.

Support for the teacher

- help with classroom resources and records;
- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- support the school curriculum, especially literacy and maths activities;
- provide support for learning activities;
- support the use of ICT in the classroom;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the presentation of display materials;
- support teaching staff or senior colleagues with routine administration.
- contribute to the planning and evaluation of learning activities within directed hours;
- assist in the recording of pupils' progress, particularly in the records of provision and intervention
- Assist the SENCO in identifying pupils that require additional support

Support for the school

- monitor effective working relationships with colleagues and parents;
- contribute to the maintenance of pupils' safety and security;
- review and develop their own professional practice, complete statutory training as required;
- recognise confidentiality, child protection procedures, Health & Safety, and the policies of the Governing Body and Aquila Multi Academy Trust
- abide by the codes of conduct and safeguarding procedures, including use of social media
- assist the teaching staff in the smooth transition between educational phases;
- assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records;
- liaise effectively with parents and other parties, as required.
- Provide short term cover for teachers in teaching the class as directed by line manager/senior leadership team.

In addition the postholder:

- should be aware of any new legislation that affects the school during the year.
- will take an active part in the annual Appraisal Cycle

Curriculum areas and responsibilities

- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.
- Each holder of a post of responsibility should ensure by consultation that his or her area of responsibility receives adequate consideration in the course of the year.
- This job description will be reviewed during each Appraisal review or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed: (Postholder)

Date:

Signed: (Headteacher)

Date: 22/02/2023



