**Crockenhill Primary School**

**Teaching Assistant Job Description**

**Job Title:** Teaching Assistant – Level 2/3

Support staff in schools make a strong contribution to pupils’ learning and achievement. Teaching Assistants provide support to pupils and teachers, using their professional knowledge, skills and understanding. TA’s contribute to pupils’ learning and will have a significant impact on pupils’ achievement.

Teaching Assistant’s will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TA’s 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 work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

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.

**PRINCIPAL ACCOUNTABILITIES**

* 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. (TA’s are invited to attend whole school INSET at the beginning of a new academic year for safeguarding training.)
* Be able to supervise and assist children with toileting, if required;
* Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
* 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 able to use a range of strategies to deal with classroom behaviour and understand individual behavioural needs to ensure pupils’ learning needs are met.
* Plan, deliver and evaluate 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.
* Set up and use ICT resources to support teaching and learning of the class.
* Timely and accurate preparation and use of specialist 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
* Provide clerical/admin support and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection.
* Administer routine tests and undertake routine marking as directed maintaining records as requested.
* Where appropriate, liaise with Physiotherapist, Occupational therapists and speech therapists regarding specific programmes for children in order to be a source of advice and information regarding the individual non-teaching programmes and ensure that consistent records are kept to enable progress reviews to be undertaken.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
* Where appropriate/directed, Support classes with the planning and organisation of class trips. Where possible TA’s should attend class trips (Additional hours to be taken in lieu)
* Flexibility of TA’s allocation is essential. For example: A TA may be asked to swap their classes to support other year groups and class teachers e.g. – during periods of other TA’s absence, increased class need or class teachers’ absence.

**Personal Targets**

Individual targets will be set in line with the ‘Total Contribution’ policy.