



## **TEACHING ASSISTANT JOB DESCRIPTION**

**Name:**

**Post Held:** Teaching Assistant

**Responsible to:** Inclusion Lead and Headteacher

**Liaises with:** Class teacher, Phase Leader, Inclusion Lead and SENCo

**Salary Range:** KSB

**Main purpose of job:**

- To undertake work/care/support programmes to enable access to learning for pupils
- To work under the instruction/guidance of Teaching staff/Inclusion Lead to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils
- Work may be carried out in the classrooms or outside the main teaching area

### **DUTIES AND RESPONSIBILITIES**

**Support for pupils:**

1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
2. To establish a constructive relationship with the pupils and interact with them according to individual needs.
3. To develop a range of strategies and resources for pupils to support positive behaviour and self-confidence in their abilities.
4. To supervise, adapt planning and provide particular support for pupils, ensuring their safety and access to learning activities.
5. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
  - Pre-teaching vocabulary, clarifying and explaining instructions;
  - ensuring the child is able to use equipment and materials provided;
  - assisting in needed areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
  - helping children to concentrate on and finish learning set;
  - meeting physical needs as required whilst encouraging independence;
  - developing appropriate resources to support the children;
6. To promote the inclusion and acceptance of all children.
7. To set challenging and demanding expectations and promote self-esteem and independence.
8. To provide the necessary pastoral care to enable children to feel secure and happy.
9. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

**Support for teachers:**

1. Assist with the class teacher/ SENCo/ Inclusion Lead (and other professionals as appropriate), in the development and support for pupils.
2. Monitor pupil's responses to learning activities and accurately record achievement as directed.
3. Provide detailed and regular feedback about the children to the teacher.
4. Contribute to the assessment of children's progress.
5. Participate in the evaluation of interventions.
6. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour.
7. Establish constructive relationships with parents/carers.
8. Undertake verbal or written feedback of children's learning.
9. Support class teachers in photocopying and other tasks in order to support teaching.

***Support for the Curriculum:***

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
2. Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

***Support for the school:***

1. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the roles of other professionals.
5. Attend and participate in relevant meetings as required.
6. Liaise, advise and consult with other members of the team supporting the children as appropriate.
7. Set a good example in terms of dress, punctuality and attendance.
8. Prepare and present displays of children's work as required.
9. Undertake other duties from time to time as required by the Inclusion Lead/ Headteacher.
10. Assist with break-time and lunch-time supervision including facilitating games and activities
11. Assist with escorting pupils on educational visits

The above job description was agreed on ..... (date). This job description may be reviewed and/or amended at any time in light of the needs of the school and professional development of staff. Before any changes happen you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual Appraisal process.

The school and its staff is committed to safeguarding and promoting the well-being of children and young people.

Signed..... (Teaching Assistant) Date:

Signed..... (Headteacher) Date: