

 **Job Description**

**Job Title: Teaching Assistant**

**Reports to: Year Group Leader**

**Day to day management: Class Teacher**

**Support pupils during learning activities**

• Provide support for learning activities

• Encourage pupils to be independent to take responsibility for their own learning and promote development of self-esteem

* Feed back to the teacher on progress made

**Provide interventions**

* Work with pupils individually or in small groups to deliver specific interventions.
* Use opportunities within the classroom to reinforce learning linked with such interventions
* Work with specialist professionals to develop interventions targeted to meet the needs of individual pupils.

**Assist in preparing learning environment**

• Prepare resources and materials

• Assist in setting out learning materials and set out materials for use appropriate to the planned activities

**Contribute to the management of pupil behaviour**

• Promote school approach pupil behaviour

• Contribute to the management of pupil behaviour

• Provide level of attention appropriate to pupils’ needs, modifying approach to ensure that desired outcomes are achieved

**Contribute to planning of learning activities**

• Understand the most effective way in which to support learning for a given task

• Understand the needs of pupil/s with whom working

• Discuss expected learning outcomes with teacher and agree upon success criteria

 **Contribute to maintaining pupil records**

• Use relevant paperwork to note assessments and observations at agreed time intervals

**Promote social and emotional development of pupils**

• Support pupils in developing appropriate relationships

• Help to develop self-esteem of pupils

• Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies

• Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

**Liaise with other team members and parents in a professional manner**

• Understand school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school’s policy for confidentiality

• Interact appropriately and professionally with teachers and other colleagues and parents/carers

• Contribute effectively to planning of joint actions within the team

• Refer matters beyond competence and role to other professionals in school

• Care for children in ways that have regard for their home values and practices, complying with parents’ wishes

• Reassure parents who express concerns about their children

• Ensure that parents’ requests to see a teacher are dealt with promptly

• Pass on concerns about pupils to relevant people in the school

**Review and develop own professional practice**

• Take part in regular review of practice and take advantage of development opportunities

• Set personal targets and attending relevant courses/in-service training