 “Learn to love learning to live better”

Job Description – Teaching Assistant

Purpose of the job

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction and guidance of the classroom teacher.

To work with teachers providing specialist support with pupils requiring 1:1 support.

**Key Duties and responsibilities**

* Work with individuals or small groups of pupils in the classroom under guidance of teaching staff and feedback to the teacher
* Support pupils to understand instructions, support independent learning and inclusion of all pupils
* Support the teacher in behaviour management and keeping pupils on task
* Prepare and clear up learning environment and resources including photocopying, filing and the display and presentation of pupil’s work and contribute to maintaining a safe environment.
* Administer basic first aid
* Attend appropriate in-service training
* Maintain confidentiality and discretion in relation to information about children and school life and show regard to the school’s Child Protection Policy.
* Attend Teaching Assistant Meetings

**Teaching Assistants may be expected to undertake SOME or ALL of the following if circumstances arise:**

* Establish and maintain relationships with families, carers and other adults e.g. speech therapists.
* Escort and supervise pupils on educational and out of school activities including after school clubs
* Guide and support pupils in their personal, emotional and social development
* Supervise individuals and groups of pupils throughout the day including supervision in the classroom, playground and dining areas (when required)
* Be involved in planning, organising and implementing personalised plans and, when required, to attend reviews.
* Work with pupils not working to the normal timetable
* Administer medication in accordance with an agreed plan under the direction of healthcare practitioner and following appropriate training
* Undertake moving and handling as required.
* When needed, attend to pupils personal needs including toileting, hygiene, dressing, eating, hoisting, as well as help with social, welfare and health matters reporting problems to the teacher as appropriate – Training will be given
* Physically assist pupils in activities (may involve lifting and hoisting where mobility is an issue) – Training will be given
* Provide regular cover for class teacher PPA release time using pre-planned learning activities.
* Provide temporary, short term cover for class teachers using pre-planned learning activities.
* Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher.
* Be trained as a lifeguard for the Hornbeam swimming pool.

**Working with a child with additional and/or complex needs (1:1 support)**

* Provide learning activities for individuals under the professional direction of a qualified teacher, differentiating and adapting learning programmes to suit the needs of the allocated pupil.
* Assess, record and report on development, progress and attainment as agreed with the teacher.
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
* Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.