



1	Purpose of Job
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Work with class teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

2	Principal Accountabilities
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- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide 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.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up the learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
- Contribute to the overall work/aims of the Federation and appreciate and support the role of colleagues and other professionals to enable the Federation to fulfil its plans.

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data.
- Support children's learning through play.
- Participate in set playground activities during timetabled playtimes and lunchtimes.
- Run clubs at lunchtime and after school.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).

3	Necessary Experience
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- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literacy skills.
- Previous experience (1-2 years) of working with children.
- Use of basic technology.



The Flourish Federation
JOB DESCRIPTION
 Teaching Assistant

- Knowledge of policies and procedures relating to safeguarding, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage students to interact with others and be socially responsible.

4	Scope for Impact
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Support staff in schools make a strong contribution to students learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.

Teaching Assistants contribute to students learning and will have a significant impact on students' achievement.

5	Job Context
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Teaching Assistants will be expected to work effectively with individual students 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.

Teaching Assistants will also be expected to work as part of the Flourish team and contribute to plans to ensure the Federation 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 communication skills to be able to inform, persuade, inspire, and motivate students and provide feedback to other professionals and parents as required. They should be flexible in approach and pro-active in assisting the Federation to meet its aims.

Signed			
Post Holder		Date	
Head of School		Date	

Footnote: This job Description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.