**Teaching Assistant Job Description**

**Purpose of Post**

To work under the direction of the Class Teacher and wider teaching team in provision of high-quality teaching and learning opportunities for all pupils. This may be class based, in small groups or with a 1:1 focus.

**Duties & Responsibilities**

**Supporting Pupils**

* + Establish respectful and constructive relationships with pupils and interact with them according to individual needs.
	+ Promote the inclusion and acceptance of all pupils in lessons and throughout the wider school day.
	+ Work with pupils to ensure that individual needs and learnings goals are being met within lessons.
	+ Support pupils in accessing lesson content and work with pupils to help them secure areas of weaker knowledge and understanding.
	+ Undertake small group and intervention strategies at the direction of the Class Teacher to provide best possible learning outcomes for those who may find aspects of learning difficult.
	+ Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Supporting Teachers**

* + Help to maintain a tidy and engaging classroom environment which is well organised and inclusive.
	+ Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
	+ Assist with the planning of learning activities.
	+ Monitor pupils’ responses to learning activities and share achievement/progress as directed.
	+ Provide feedback to teachers on pupils achievement, progress, problems etc.
	+ Promote good pupil behaviour, dealing promptly with conflict and incidents in line with our policy.
	+ Establish constructive relationships with parents/carers.
	+ Provide clerical/admin support e.g. photocopying, preparation of resources.
	+ Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**Safeguarding**

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to appropriate staff.

This Job Description provides an outline to the main duties of the role but is not exhaustive.

There may be additional duties required within the role.