

## JOB DESCRIPTION – Teaching Assistant

**TITLE:**

Teaching Assistant

**GRADE:**

Pro-Rata of Kent Range 4

**HOURS:**

08.15 – 15.30 Term Time only

**REPORTS TO:**

Assistant Headteacher

**MAIN PURPOSE OF THE JOB**

- To support individual / groups of pupils with identified needs
- To carry out interventions with small groups
- To support the SENCo with administrative tasks
- To support pupil with identified medical needs in class / during lunch and playtime
- To undertake general lunch / playtime duties
- To ensure the effective delivery of the curriculum and the school ethos

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

**WORKING WITH PUPILS**

- Provide individual / small group support and deliver specific interventions, responding to pupils' individual needs
- Provide appropriate support and supervision for pupils with medical needs
- Use curricular/learning skills and experience to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work cooperatively with others
- Promote independence and employ strategies to recognise and reward achievement and good behaviour
- Provide feedback to pupils in relation to progress and achievement

**TEACHING, LEARNING AND CLASSROOM MANAGEMENT**

- Work with teachers to establish rich and informative learning environments
- Work with the teacher in preparing for lessons and evaluating as appropriate
- Implement literacy and numeracy programmes across the curriculum
- Support the teacher to enable all pupils to make progress during lessons
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Monitor and evaluate pupils' progress against pre-determined learning objectives
- Provide objective and accurate feedback, reports and records, as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with incidents
- Liaise sensitively and effectively with parents/carers, as agreed with the teacher
- Provide general clerical/admin support, e.g. produce materials for agreed lessons etc.

**SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/ aims of the school

- Establish constructive relationships and communicate with other agencies/professionals, with the teacher, to support achievement and progress of pupils
- Attend and participate in staff and year group meetings which involve planning for teaching and learning
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required

#### **EQUALITIES**

- Ensure implementation and promotion in employment and service delivery of the school's equal opportunities policies and statutory responsibilities.