

**TEACHING ASSISTANT**

**GRADE B/C    Point B1-C1**

**Purpose of job**

Support access to learning for pupils and provide general support to the teacher in the management of pupils, both in and out of the classroom.

Working under the guidance and instruction of the class teacher, take a role in the planning and evaluation of one or more specific learning activities or teaching programmes.

**Key Objectives**

1. Support pupils to understand instructions and encourage independent learning wherever possible.

2. Prepare the learning environment as directed for lessons and clear up the learning environment and resources.

3. Create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans, by arranging/providing resources for lesson/activities under the direction of the teacher. Assist with developing and presenting displays.

4. Assist with the planning and implement activities/teaching programmes as agreed with the teacher, adjusting activities accordingly to pupils’ responses as appropriate.

5. Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.

6. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour

7. Provide feedback to the pupils in relation to attainment and progress under the guidance of the teacher.

8. Support pupils, including those with special needs, in social and emotional well- being, reporting problems to the teacher as appropriate.

9. Supervise pupils during break/lunch times in the dining areas and playground.

10. Assist in escorting and supervising pupils (or independently escort small groups) on educational visits and out of school activities.

11. Attend to pupils’ personal needs and implement related personal programmes, including social, medical needs, First Aid, physical, hygiene and welfare matters with appropriate training/support.

**Scope**

* have familiarity of all relevant documents of special educational needs specific to individual children you are working with
* be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* assist in the development of individual plans for pupils
* prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the pupils in their use
* support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* communicate with parents and specialists where appropriate
* work is normally carried out in the classroom, shared area or similar environment

**Work Profile**

* no formal supervisory responsibility
* establish good relationships with pupils, acting as a role model, ensure awareness of individual needs and responding appropriately
* promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy/procedure and encourage pupils to take responsibility for their own behaviour
* undertake structured and agreed learning activities, adjusting them according to pupils responses
* administer routine tests and invigilate exams
* undertake routine marking of pupils work in line with the Feedback and Marking Policy
* select, prepare and clear away classroom materials and learning areas ensuring that they are available to use, including developing and presenting displays
* attend to pupils’ personal needs and implement related personal programmes, including social, medical needs, First Aid, physical, hygiene and welfare matters with appropriate training/support
* adhere to school, local and national authority guidelines, exercising professional discretion at all times
* be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* participate in training and other learning activities and performance development as required
* contribute to the ethos/work/aims of the school
* attend relevant planning, staff meetings and all other pertinent meetings as and when required
* maintain confidentiality at all times

**Some developmental areas for progression**

* experience gained over time resulting in documentary evidence of pupils’ measured progress and/or attainment either in 1:1 or small group work
* able to implement planned activities, adjusting them to meet children’s needs
* participate in planning and evaluation of learning activities, provide feedback in relation to pupils attainment and progress to the class teacher
* Level 2 qualification (or equivalent)
* experience and  willingness to undertake planned/ad hoc cover supervision of classes (no more than half a day cover per week)
* by mutual agreement, undertake additional (no more than half a day per week) planned/ad hoc cover supervision of classes, to be paid at time and a half
* Level 3 qualification (or equivalent)
* ability to adapt and differentiate learning programmes to suit/meet the needs of allocated pupils
* the ability to observe, monitor, assess/evaluate, report/record on aspects of pupils’ progress and attainment.

Our School benefits from a flexible approach to working arrangements- because of this, the tasks and responsibilities listed here are not definitive. The Headteacher may require particular additional duties to be undertaken to suit our specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults. Staff expectation is to share this commitment, to follow the safeguarding policy and procedures and to behave appropriately towards children at all times, both in work and in your personal lives.