

## **TEACHING ASSISTANT - MAIN DUTIES AND RESPONSIBILITIES;**

### **All staff are expected to;**

- Work in accordance to school policies, providing moral, spiritual, and social and cultural role models
- Put the needs of the school pupils first and actively promote an enthusiasm to learn
- Ensure that every child matters by the fair way they are treated
- Actively promote independence and sustainability
- To bring a key strength of theirs into the life of the school

### **Support for children;**

- To attend to all the children's educational, personal and emotional needs and any other personal or special need. Wherever possible make this part of their learning experience. All these activities should be carried out with minimum physical contact.
- Under agreed school procedure to give minor first aid where necessary; assist with special programmes of care such as speech therapy or physiotherapy under the direction of a specialist
- To support the inclusion of all pupils.
- To assist with the preparation for school visits and supervision of children on such visits, as directed by the teacher
- To ensure that child protection procedure are followed according to school child protection procedures which include non invasion of children's space or lifting. Any concerns about a child's welfare, social, personal or emotional wellbeing must be reported immediately to the class teacher who will inform the Head teacher.

### **Support for children;**

- Within the overall plan set by the teacher to assist in devising and extending educational activities and in preparation of the curriculum.
- To help assess and systematically record children's progress and achievement, using the results of this monitoring in future support work.
- To efficiently prepare, maintain and use classroom teaching materials and equipment, including the organisation of ICT materials, photocopying, displays
- To collect in homework, marking and informing the teacher of any significant strengths or difficulties.

- To assist in maintaining classroom discipline by working with individuals and groups of children in developing levels of expectations of acceptable personal and social behaviour and make them part of their learning experience
- To assist the teacher on request in deal with a child who may require a different way of being dealt with but always under the teachers supervision

**Support for the Curriculum;**

- To support the teaching of literacy and numeracy or other subject as directed
- To facilitate the Friday Social group activities where an additional hours pay may be claimed if the lead person for a group

**Support for the school;**

- To ensure that all school policies that are requested to be read, have been read and understood. Photocopies may be taken
- To be aware of all risk assessment for areas of the school that they work in
- To work collaboratively with colleagues as part of a professional team
- To assist in the efficient running of the school by covering for colleagues at the direction of the Head teacher
- To attend staff meetings, participate in performance management arrangements and undertake training and development activities
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information
- To ensure behaviour beyond school does not bring the school's reputation into disrepute
- To undertake tasks of a similar nature and level, as directed by the Head teacher

# **HADRIAN ACADEMY - EXPECTATIONS FOR TEACHING ASSISTANTS**

## **ROLE OF TEACHING ASSISTANT IN A WHOLE CLASS LESSON TAUGHT BY THE CLASS TEACHER**

- Minimise distractions by deal with individual children
- Keep individuals on tasks by prompting their responses
- Repeat or rephrase questions asked by the teacher
- Provide additional or alternative explanations for individuals
- Provide specialised support for SEN children as identified in their IEP
- Note children's contributions so that quieter ones can receive extra attention later
- Support less confident children, or those of lower ability, or with SEN, to make contributions in lessons
- Support more able children in order that they gain fully from the lesson / and through enrichment programmes

## **ROLE OF TEACHING ASSISTANT IN HELPING CHILDREN TO LEARN BETTER IN A GROUP OR WHEN WORKING INDEPENDENTLY**

- Provide support for individuals or for groups of children which enables them to tackle tasks confidently that would otherwise seem too difficult for them
- Give more individual explanations to the task than is possible for the teacher to do with the whole class
- Give the teacher feedback about the children's learning so that later lessons can be adjusted
- Give children immediate relevant feedback on their work

## **ROLE OF TEACHING ASSISTANT TO SUPPORT THE QUALITY OF TEACHING IN THE CLASSROOM**

- Work in close partnership with the teacher on agreed planning and to provide effective feedback on children's learning

- Follow with support from the teacher a programme of activities that has an agreed outcome
- Develop effective interaction with the teacher to make lessons more lively or to generate more challenging discussion
- Know enough about the subject being delivered in order to extend the children's learning, for example using errors as a starting points
- Deal with minor behaviour issues and encourage children's attention, enabling the teacher to concentrate on teaching the whole class
- Be aware of the positive behaviour management systems in school, which maintain children's self esteem
- Develop, with support, excellent questioning skills
- Manage the behaviour of the groups of children well
- Support the teacher in using a wide range of teaching methods
- Enable the teacher to organise the work for groups and individuals so as to match work more precisely to children of different abilities

#### GENERAL DUTIES OF A TEACHING ASSISTANT

- Support the teacher in creating a classroom and a wider environment which is safe for the children
- Model positive attitudes
- Be aware of the importance of positive relationships across all staff and contribute to the wellbeing of everyone
- Make appropriate resources to support learning
- Ensure that personal learning is extended through appraisal objectives
- Support all staff in creating a physical environment to be proud of
- Provide welfare and support for children who are unwell or upset
- Ensure children have a happy and fulfilled experience in Social Group time