

Job Description Teaching Assistant



Job title:	Teaching Assistant
Salary and grade:	Buckinghamshire pay range 1B
School:	Longwick Church of England Combined School
Line manager:	SENDCo

MAIN PURPOSE OF ROLE

- To work under the direction and guidance SENDCo to undertake support programmes, enabling access to learning for specific pupils/groups of pupils to maximise attainment and progress.
- To assist the teacher in the management of pupils in the classroom (work may be carried out in the classroom or in small group withdrawal space).

SUPPORT FOR PUPILS

- Lead a range of intervention programmes to support pupil progress. Monitor these and feedback pupil progress to the class teacher in the agreed format.
- Assist with the development and implementation of Individual Pupil Profiles and Behaviour Management Plans and Personal Care programmes.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first-aid and welfare matters.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs. Providing pastoral support if necessary.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- To provide lunchtime and break supervision as required.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies (in liaison with the teacher, SLT and SENDCo) to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed either on planning or in children's books.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Undertake pupil record keeping as requested.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/administration support e.g. photocopying, typing, filing, money, administer coursework etc.

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SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feed back to the teacher/ Head and SENDCo.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be fully supportive of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Comply with school policies and procedures relating to staff absence, recognising that consistency is essential for our pupils
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall vision and aims of the school and be supportive of its ethos as a church school
- Use agreed whole school strategies and procedures to encourage good behaviour
- Appreciate and support the role of other professionals
- Participate in the appraisal process and continuing professional development (CPD), including attending and participate in relevant meetings as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Assist in the maintenance of a high quality learning environment, both inside the classroom, in communal areas and the Staffroom
- To be flexible in carrying out other duties that may be reasonably requested by your line manager to ensure the smooth running of the school these may include: dinner cover, assisting other support staff in covering classes when required
- Undertake a variety of training including First Aid and those linked to children's medical needs

This job description will be reviewed annually and may be amended in the light of changing circumstances and after discussion.