**RELIEF TEACHING ASSISTANT JOB DESCRIPTION**

**MAIN PURPOSE OF POST**

1. To cover staff absences, both planned and unplanned

2.To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

3. To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

4. To supervise pupils during break and/or lunchtimes.

5. Work may be carried out in the classrooms or outside the main teaching area.

**RESPONSIBLE TO**

SENCO and Deputy Head

Liaises with: Class teacher and SENCO

**DUTIES AND RESPONISBILITIES**:

**Support for pupils**

* To supervise and provide particular support for pupils, ensuring their safety and access to learning activities
* Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example: clarifying and explaining instructions
* To ensure that the child is able to use equipment and materials provided; assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation
* To help children to concentrate on and finish work set
* To develop appropriate resources to support the children
* To provide support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher
* To establish a constructive relationship with the pupils and interact with them according to individual needs
* To promote the inclusion and acceptance of all children
* To set challenging and demanding expectations and promote self-esteem and independence
* To provide the necessary pastoral care to enable children to feel secure and happy
* To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

**Support for teachers**

* Monitor pupil’s responses to learning activities and accurately record achievement as directed
* Provide detailed and regular feedback about the children to the teacher
* Contribute to the maintenance of children’s progress records
* Participate in the evaluation of the support programme
* Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.).
* Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour
* Establish constructive relationships with parents/carers
* Administer routine tests and undertake routine marking of children’s work
* Support class teachers in photocopying and other tasks in order to support teaching

**Support for the Curriculum**

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
* Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum

**Support for the school**

* Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* To take on the role of lunchtime supervisor and assist with the supervision of pupils as required and provide them with stimulating & challenging play opportunities.
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the roles of other professionals
* Attend and participate in relevant meetings as required
* Liaise, advise and consult with other members of the team supporting the children as appropriate
* Contribute to reviews of children’s progress as appropriate
* Set a good example in terms of dress, punctuality and attendance
* Prepare and present displays of children’s work as required
* Undertake other duties from time to time as required by the Deputy Head

**ARRANGEMENTS FOR APPRAISAL OF PERFORMANCE**

The role of the Teaching Assistant will be monitored through the school’s performance management programme and by members of the SLT.

Signatures

Signed ...................................................... (Postholder). Date: ...................................

Signed ................................................... (Headteacher) Date: .................................

**PERSON SPECIFICATION**

**JOB TITLE: RELIEF TEACHING ASSISTANT EYFS/KS1/KS2**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

**EXPERIENCE**

* Expedience working with children of relevant age
* Experience of supporting individual pupils with special educational needs.
* Essential ability to effectively use ICT to support learning – including the use of email for communication

**QUALIFICATION/TRAINING**

* Good numeracy and literacy skills, preferably to GCSE Grade C minimum or equivalent
* NVQ 2 for Teaching Assistants or equivalent qualification or willingness to work towards a relevant qualification.
* Training in the relevant learning strategies e.g. literacy

**KNOWLEDGE/SKILLS**

* Ability to use ICT effectively to support learning
* Ability to use other equipment technology, e.g. laptop, photocopier
* An understanding of relevant policies/codes of practice and awareness of relevant legislation
* A general understanding of national curriculum and other relevant learning programmes/strategies
* A basic understanding of principles of child development and learning processes
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities