# Job description: Teaching Assistant

**Department:** Teaching and Learning

**Manager:**

**Grade:** Grade 2

You will be a critical member of the Teaching and Learning Team, working with individuals or small groups of pupils under the direction of teaching staff.

You’ll play a key role in raising attainment in the classroom and beyond and contributing to the achievement of our School Improvement Plan and ensuring that [name of school] is a place that people want to join and stay part of.

# What you will deliver

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with individual pupils with special educational needs to ensure they can access the curriculum.
10. Assist in the implementation of Education, Health and Care Plans for pupils.
11. Support the work of volunteers and other teaching assistants in the classroom.
12. Support the use of ICT in the curriculum s and develop pupils' competence and independence in its use.
13. Support in exams through acting as a reader, scribe, prompter or other access arrangements as confirmed by the SENCO.
14. Assist in escorting and supervising pupils on educational visits and out of school activities, ensuring risk assessments are adhered to at all times.
15. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
16. Support pupils in developing and implementing their own personal and social development.
17. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
18. 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.
19. Support in the review and updating of Individual Learning Support Plans.

# Your skills and experience

* GCSE or equivalent in Maths and English (C and above)
* Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
* Some experience of working with children in an educational setting and supporting them with their learning/behaviour(preferable)
* General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
* Excellent communication skills and the ability to build relationships quickly with staff and pupils.
* Excellent ICT and keyboard skills.
* Commitment to safeguarding and equality of opportunity as well as inclusion.

Any other duties commensurate with the grade and nature of the job description.