



Teaching Assistant Job Description

RESPONSIBLE TO: Class Teacher

LEVEL DESCRIPTION - Posts at this level may be required in any school phase.

JOB PURPOSE

The teacher plans lessons and directs learning. Teaching Assistants work under the direction of the teacher and providing support to the teacher, whole class, a small group or an individual pupil. A Teaching Assistant assists the development and education of children in our school by supporting the teaching of the curriculum and when appropriate using specialist knowledge and experience. This involves undertaking non-teaching tasks related to classroom activities and providing supervision and care.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

There will be some need to interpret information or situations and to solve varied problems.

More complex problems will be referred to line manager.

No requirement to supervise others, but may demonstrate tasks to new colleagues or give advice and guidance to others.

DUTIES

Support for children

1. To supervise the activities of groups of children or individual children in order to ensure their safety, facilitate their educational development and develop a supportive and caring relationship.
2. To provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individual or groups of children. This will require knowledge of a range of strategies and a high level of skills developed through experience, with regular supervision from teaching staff as and when required.
3. To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises.
4. To undertake a range of more specialised tasks to support learning e.g. delivering of specialist SEN intervention programmes.

Building aspiration, overcoming barriers and celebrating diversity in our community, learning and relationships

Respect | Persevere | Care



Support for teachers

1. Provide support for the teacher during lessons, e.g. through directed work on curriculum areas in small groups, or supporting child initiated learning in the general indoor/outdoor environment.
2. Assist teaching staff to ensure that the aims and objectives of the school are achieved
3. To maintain records of children's progress as part of the monitoring and reviewing of educational work programmes and assist in the future development of programmes and plans as and when appropriate.
4. To prepare display materials and teaching aids, undertake simple maintenance and repair and clean and tidy up after use.
5. To undertake other relevant duties allocated at the discretion of the classroom teacher, deputy Headteacher or Headteacher.
6. To undertake the following roles
 - Collecting money.
 - Bulk photocopying.
 - Producing class lists.
 - Record-keeping and filing.
 - Classroom display – teachers will make professional decisions in determining what material is displayed in and around their classroom.
 - Collating child reports.
 - Ordering supplies and equipment – teachers may be involved in identifying needs.
 - Record keeping using learning stories
 - Cataloguing, preparing, issuing and maintaining equipment and materials.
 - Fulfilling the Key person role.
 - Managing child data, assessment and progress tracking with class teacher.

Support for the school

1. To attend and contribute to appropriate review meetings, as required by the headteacher
2. To assist in the supervision of children outside the classroom including in playgrounds or on visits outside the school premises.
3. To observe children as individuals and in groups and monitor and report back to teaching staff on problems, progress and possible developmental needs utilizing specialist knowledge and experience.
4. To prepare and operate computers and other equipment and undertake any other simple practical tasks on equipment used as teaching aids.
5. To assist and provide support to less experienced teaching assistants as and when required.



6. To undertake other relevant duties allocated at the discretion of the classroom teacher, SENCO, Deputy Headteacher or Headteacher

Support for the curriculum

1. To participate in the delivery of educational work programmes by taking responsibility for longer term learning activities planned in the programme, within an agreed framework and to specific timescales. This may be in a specific area of competence, specialist knowledge or experience. E.g. delivery of SEN intervention programme
2. Undertake tasks to support the curriculum and assist with events organised as part of the curriculum
3. Support implementation of Government initiatives under the direction of the teacher

AUTHORISED TO

1. Provide simple first aid and personal care to children.
2. Have access to child assessment records and data as part of the duties described above, following the school's guidelines with regard to confidentiality.

TRAINING

1. All staff have an entitlement to an induction and professional support for their role.
2. All staff will receive appropriate training, as applicable, for all duties, which are required within this job description.
3. All staff will receive the support of a line manager and to work as a valued part of our whole school team

ESSENTIAL TRAINING

1. School Safe
2. First Aid
3. Safeguarding

There may be a requirement for some training to take place outside normal scheduled hours.

QUALIFICATIONS

- Successful completion of enhanced DBS forms and satisfactory clearance being received.
- Reasonable standard of education with proficiency in literacy and numeracy to GCSE Grade C level or equivalent.
- A NVQ level 3 or equivalent or above child care qualification.

Building aspiration, overcoming barriers and celebrating diversity in our community, learning and relationships

Respect | Persevere | Care



- Have training in aspects of SEN, i.e. ADHD, Dyslexia, Autism

Job Specification

- Have experience of working with children with special educational needs in a primary school setting
- Have knowledge and understanding of the different social, cultural and physical needs of pupils.
- Have an interest in how children learn and behave.
- Provide appropriate role models of behaviour both in the classroom and around school
- Really care about children, particularly those who find learning and managing their behaviour difficult.

You must be able to:

- Carry out tasks and responsibilities under the direction of the SENCo, Class Teacher, Executive Headteacher, Head of School.
- Plan and prioritise tasks and work under the pressure of a busy inclusive primary school.
- Be productive and show initiative.
- Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.
- Motivate pupils to learn.

Motivate pupils to be sociable.

- Assist with the organisation of the learning environment.
- Maintain accurate records of the pupils.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience with children who find conforming to rules and expectations difficult.
- Have patience and be flexible and innovative with a clear understanding of how children might behave who find learning new concepts and remembering taught concepts difficult.
- Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.
- Be computer literate.
- Attend training courses considered appropriate for the post.

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the exiting level of responsibility vested in the post and/or as directed by the headteacher.