

JOB DESCRIPTION

POST TITLE: Teaching Assistant
GRADE/SALARY: Band 4, SCP6, £20043 (pro rata £16043)
RESPONSIBLE TO: Headteacher

Overall Objectives of the Post:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Key Tasks of the Post:

1. You will provide support to pupils. You will:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Contribute to and implement Individual Education Plans
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils, recognising and responding to their individual needs, managing their supervision by accessing a more personalised timetable
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities fairly
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

2. You will provide support for the Teacher. You will:

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives

- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence, managing record keeping systems and processes
- Record progress and achievement in lessons/activities systematically
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

3. You will provide support for the curriculum. You will:

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. looking for ways to enhance pupil development and respond to pupil enquiry.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Participate in any relevant training and advise on appropriate deployment and use of specialist resources and equipment in light of this.

4. You will provide support for the school. You will:

- Provide emergency cover in class as needed
- Comply with and contribute to the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

- Deliver out of school learning activities within guidelines established by the school
- Support lunchtime arrangements within the guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

5. You will undertake line management responsibilities. You will:

- Manage and support the development of other teaching assistants when appropriate
- Liaise between managers/teaching staff and teaching assistants
- Attend and participate in regular team meetings with colleagues
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility to care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KF

Date: 01/11/2021