



Job Description

Job Title:	Teaching Assistant
Reports To:	HLTA Lead
Role Summary:	
<ul style="list-style-type: none"> To work under the instruction/guidance of teaching/senior staff 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. Work may be carried out in the classroom or outside the main teaching area. 	
Key Tasks and Activities:	
<p>This job description outlines in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.</p> <ul style="list-style-type: none"> Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. Establish constructive relationships with pupils and interact with them according to individual needs. 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 guidance of the teacher. 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, 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. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. 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/admin. support e.g. photocopying, typing, filing, money, administer coursework etc. 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, KS3, early years 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. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning 	

activity and assist pupils in their use.

- Be aware of and comply with policies and 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.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- 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.

General Information

<p>Equality of Opportunity</p>	<ul style="list-style-type: none"> • As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
<p>Confidentiality and Data Protection</p>	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the General Data Protection Regulations and Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
<p>To contribute as an effective and collaborative member of the School team</p>	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the business plans. • Attend regular meetings as required and make a positive contribution during meetings.
<p>Child Protection</p>	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Key Skills and Competencies:

- Experience of working with or caring for children of relevant age.
- Good numeracy/literacy skills.
- Training in the relevant learning strategies e.g. literacy.
- First aid training/training as appropriate.
- Effective use of ICT to support learning.
- Use of other technical equipment – photocopier, laptops and iPads.
- Understanding of relevant polices/codes of practice and awareness of relevant legislation.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.
- 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.