

TUCKSWOOD ACADEMY AND NURSERY

JOB DESCRIPTION

POST TITLE:	Teaching Assistant
RESPONSIBLE TO:	Responsible to the Headteacher but works to and with a qualified teacher on a day to day basis.
RESPONSIBLE FOR:	Safety and well-being of pupils
GRADE:	D5 - 6
POSTHOLDER:	TBC

GENERAL RESPONSIBILITIES:

1. Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles.
2. Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

SPECIFIC DUTIES:

1. To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
2. Under agreed school procedures, to give first aid/medicine and accompany sick children home, or to a health centre or hospital as necessary.
3. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
4. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

5. Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
6. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
7. Undertake MSA duties at lunchtime and lead supervised activities.

Support for Teachers

8. Assist with the planning of learning activities.
9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
10. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
12. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
13. Administer routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.

Support for the Curriculum

14. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
15. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.

Support for the School

16. 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.
17. Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
18. Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
19. Assist with the supervision of pupils out of lesson times, including before and after school and 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.
20. Undertake other similar activities that may fall within the grade and scope of the post as directed by the Head of School.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out, and not part of it may be so construed.

A working week of 32.5 hours will be undertaken Monday to Friday; this can only be changed under negotiation with both parties.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the Academy's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.