



Chaucer Junior School

Job Description – Teaching Assistant (Grade 7)

Purpose of role: To provide academic, social and emotional support to children with a wide range of needs within a learning environment and to safeguard the children within their care.

Areas of Responsibility and Key Tasks

Safeguarding

Contribute towards the safeguarding of all pupils by remaining curious and vigilant at all times and reporting any concerns in line with the school's safeguarding policy.

Support for the students

- Assess the needs of students and use detailed knowledge and skills to support students' learning.
- Establish positive relationships with students, consistently modelling high expectations and supporting wellbeing whilst recognising and responding to their individual needs.
- Promote the inclusion and acceptance of all students within the classroom, supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Encourage students to interact and work co-operatively with others, ensuring engagement for all.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide positive and constructive feedback to students in relation to progress and achievement.
- Non-invasive personal care assistance such as changing nappies and assisting with personal hygiene.

Support for the teacher

- Organise and manage appropriate learning environment and resources.
- Provide objective and accurate feedback on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Monitor and evaluate progress and achievement through a range of assessment and monitoring strategies against pre-determined learning objectives and during formal assessments.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-regulation and integrity.

- Support the role of parents in students' learning and meet with parents to provide constructive feedback on student progress and achievement.

Support for the curriculum

- To work flexibly, using initiative to make suitable alterations to planned learning in order to make it more accessible, challenging or engaging.
- Use technology effectively to support learning and develop students' competence in its use.
- Advise on appropriate deployment and use of specialist aid, resources and equipment.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests, abilities, cultures and backgrounds.

Support for the school

- Comply with and assist with the development of appropriate policies and procedures.
- Contribute to the overall ethos and aims of the school.
- Establish constructive and appropriate relationships with staff, parents and members of the wider school community.
- Attend and participate in staff meetings, training and learning activities as required.
- To support, uphold and contribute to the development of the school.
- Demonstrate reflective practice, recognising personal strengths and areas for improvement, using skills to lead, advise and support others where appropriate.
- Work alongside other staff to communicate with other agencies and professionals to support the wellbeing and progress of students.