

THE NETHERSOLE CE ACADEMY

Job Description – Teaching Assistant

Working under the overall supervision of the responsible teacher assist and support teaching and learning in the following ways:

Curriculum support:

- Knowledge and experience of delivering Phonics Keep Up and Catch Up sessions
- Contribute ideas to medium and short term planning
- Assist in the implementation of curriculum plans and help to evaluate their impact on learning
- Assist in the delivery of lessons, interacting with the teacher and pupils as required
- Be prepared to adjust teaching activities, according to pupil responses
- Use ICT to enhance learning activities and help to develop pupil confidence in the use of ICT

Support for pupils:

- Support individuals or groups during independent/group work - explain tasks; reinforce key learning intentions, success criteria and vocabulary; use appropriate apparatus/resources; support less able pupils; extend and challenge more able; keep pupils motivated and engaged
- Promote the inclusion and acceptance of all pupils, encouraging all children to interact, work cooperatively and engage in activities
- Assist in the personal, social, emotional development of pupils promoting independence and developing self esteem
- Assist with the implementation of targets from continuums
- Assist with the positive implementation of individual behaviour plans
- Assist with pupil supervision on trips off the premises, under the overall guidance of the teacher
- Monitor and provide for the general care, safety and welfare of pupils

Support for teacher:

- Monitor pupils' progress towards learning intentions through observations and provide verbal/ written feedback to the teacher
- Attend IEP and statement review meetings if appropriate
- Support implementation of strategies to manage pupil behaviour and help to manage pupil behaviour
- Be actively involved in the day to day management of the learning environment, including the responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources
- Undertake routine and non routine administrative tasks



- With the guidance of the class teacher or a member of the SLT liaise with parents/carers, specialist teachers or other professional staff where appropriate
- Cover whole classes for PPA and other short term cover as required

Further Skills:

- Demonstrate good listening skills and communicate effectively with others
- Be committed to own professional development and attend relevant training
- Plan own work when required

All staff are expected to act as role models, as set out in the school Code of Conduct and to uphold and promote the Christian ethos of the school. Staff must be familiar with and follow all school policies relating to the curriculum, Health and Safety and Safeguarding.

