

## Job Description – Teaching Assistant

### Main purpose

The Teaching Assistant will:

Work with class teachers to raise the achievement and attainment of pupils.

Promote pupils' independence, self-esteem and social inclusion.

Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

### Main Duties & Responsibilities

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.

Support children with Special Educational Needs ensuring they can access a curriculum appropriate to their needs in a safe way

Use effective behaviour management strategies consistently in line with the school's policy and procedures.

Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Observe and report behaviour patterns and / or concerns to relevant person.

Use a range of positive behaviour strategies in line with school policy.

Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.

Observe pupil performance and pass observations on to the class teacher.

Supervise a class if the teacher is temporarily unavailable.

Use ICT skills to advance pupils' learning.

Undertake any other relevant duties given by the class teacher.

Monitor and record pupil responses to activities, giving regular oral and written feedback to the teacher and/or SENCO.

Undertake the organisation and supervision of pupils with out of school activities.

## **Planning**

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.

Read and understand lesson plans shared prior to lessons, if available.

Prepare the classroom for lessons, where relevant.

## **Working with colleagues and other relevant professionals**

Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

Communicate their knowledge and understanding of pupils to other school staff and other professionals, so that informed decision making can take place on intervention and provision.

With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with

Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.

Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Develop effective professional relationships with colleagues

## **Whole-school organisation, strategy and development**

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

Make a positive contribution to the wider life and ethos of the school

## **Health and safety**

Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's Safeguarding and Child Protection Policy.

Ensure all requirements of the Health and Safety Policy are adhered to.

## **Professional development**

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures.

## **Personal and professional conduct**

Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.

Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.

Respect individual differences and cultural diversity.

#### **Additional Information**

At Hill View Primary it is our practice to vary specific staff responsibilities in line with needs of the school. This will be carried out in consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

#### **General Information for all Posts**

This is an outline job description only, and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The aim of this job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

This job description may be amended at any time after discussion with the post holder.