



JOB DESCRIPTION

Job Title	Teaching Assistant
Hours of Work	19.5hrs per week, Mon – Wed, 8:30am – 3:30pm (30 min break)
Department / Group	Learning Support Department
Line Management	Class Teacher, Headteacher

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

Earlsmead is part of Tithe Academy, a Multi Academy Trust and includes a local secondary school and Alternative Education provider. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PURPOSE OF THE POST

To work under the direct instruction of teaching staff to support 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.

Tasks, Duties and Responsibilities

Support for Pupils

1. Establish positive relationships with pupils grounded in mutual respect.
2. Support pupils with becoming more independent, preparing them for life beyond school.
3. Supervise and provide support for pupils, including those with special needs, disabilities and those new to English.
4. Set appropriate, challenging, and demanding expectations for all pupils and encourage a love for learning.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Promote the inclusion and acceptance of all pupils and help to develop positive self-esteem.
7. Work with individual pupils, on a one-to-one basis, as required, supervised by the SENDCo.
8. Implement small group or 1:1 interventions as directed by the class teacher.

Support for teachers

1. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.



2. Be aware of pupil problems / progress / achievements and report to the teacher as agreed.
3. Support the teacher in managing pupil behaviour, reporting difficulties and awarding reward points as appropriate.
4. Meet regularly with subject teachers for lesson planning and evaluation and assist in the development of worksheets and other resources as requested.
5. Support the teacher in creating and maintaining a purposeful, orderly, and productive working environment, including displaying pupils work
6. Gather/report information from/to parents/carers as required.

Support for the curriculum

1. Support pupils to understand instructions.
2. Undertake programmes linked to local and national learning strategies e.g. literacy and numeracy, record achievement and progress and feed back to the teacher.
3. Contribute to the development of schemes of work that are accessible to all pupils.
4. Assist in the preparation and development of agreed curriculum activities.
5. Support the use of ICT in learning activities.
6. Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Additional responsibilities

1. To have an overview of the needs of pupils in a particular year group as negotiated with the SENDCo and to prepare materials for, and attend, relevant meetings/reviews about these pupils.
2. To undertake basic record keeping, filing and other administrative duties relating to particular pupils, as requested.
3. To carry out specific lunch /afterschool supervision duties as per the lunch duty rota.

Contributing to the Wider Life of School

1. To attend all necessary meetings, including school events, Parents' Information Meetings, Staff Meetings and appropriate CPD meetings.
2. To support the aims and ethos of the school.
3. To adhere to all school policies, including the Safeguarding Policy and Procedures.
4. To engage actively in the performance appraisal process and undertake professional development and training as agreed.
5. To work co-operatively as a member of a team.
6. Attend parents' events.
7. To carry out any other duties as reasonably directed by the Headteacher, Senior Leadership Team or Phase Leader.