

Job Title: Teaching Assistant

Scale point 4-6

Responsible to: Headteacher

Employee Supervision: None

Purpose of Post:

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher.
- To support access learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
- Provide general support to staff and pupils, including preparation and routine maintenance of resources/equipment.
- To develop knowledge, skills and understanding of requirements for effective support in a SEND setting.

Key Areas:

- Support for pupils
- Support for teachers
- Support for curriculum
- Support for the school

Duties and Responsibilities:

Support for the Pupils

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Support the pupils Special Educational Needs and Disabilities.
- To supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Support pupils in accessing learning activities as directed by the teacher.
- To understand and support the varying needs of the pupils
- To support the physical, sensory, communication and learning needs of the pupils

Support for the Teacher:

- Prepare the classroom as directed for lessons, clear away afterwards and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested and other basic record keeping.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting/recording money etc.
- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.

Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- Monitor and arrange orderly and secure storage of supplies.
- Operation of everyday equipment in accordance with instructions.
- Maintenance of everyday equipment, check for quality/safety.
- Undertake simple repairs and report other damages.

Support for the School

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

General

- To develop and promote high standards throughout Penny Field School.

Other

- To attend an induction programme as set out by school in order to have the foundations and safeguarding knowledge to complete the role.
- To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures.
- Ensure equality of opportunity is afforded to all persons, both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Date Job Description Revised: June 2016