

# JOB DESCRIPTION

## POST TITLE: TEACHING ASSISTANT

### OVERALL PURPOSE OF THE POST

To work under the direction and instruction of appropriate staff to support access to learning for pupils by assisting the teacher, including the preparation of resources, implementing agreed work programmes with individuals / groups both within and out of the classroom, and to provide general support in the management of pupils in the classroom.

### MAIN DUTIES AND RESPONSIBILITIES

#### 1. Support for pupils

- To promote good pupil behaviour, providing support for the teacher in dealing promptly with conflict and incidents
- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, first aid and welfare matters.
- Supervise and support pupils, ensuring their safety and access to learning, including pupils on visits and out of school activities as required.
- Encourage pupils to interact and work cooperatively with others and to engage in all activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide appropriate feedback to pupils relating to their progress and achievement under the guidance of the teacher.

#### 2. Support for the teacher

- To promote the inclusion and acceptance of all pupils within the classroom.
- To support the teacher to establish an appropriate learning environment in accordance with lesson plans, including assisting with the display of pupils' work.
- Be aware of pupil achievements, progress and needs, and report to the teacher as agreed.
- To support the teacher in managing pupil behaviour.
- To monitor pupil responses to learning activities and accurately record achievements / progress as directed.
- Establish constructive relationships with parents/carers as agreed with the teacher within your role and responsibility
- Prepare the classroom, as required, for lessons and clear afterwards and assist with the display of pupils' work.
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work as directed by the teacher.
- Provide administrative support, for example, photocopying, filing, administering pupils' work etc.

### **3. Support for the Curriculum**

- Support pupils to understand instructions and assist them in accessing learning activities
- Support pupils in respect of local and national learning strategies, eg literacy, numeracy etc. as directed by the teacher.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support pupils in using basic ICT developing pupil competence and independence in its use.
- Prepare, maintain and use equipment and resources, and assist pupils in their use.

### **4. Support for the Academy**

- Be aware of and comply with policies and procedures in relation to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with the policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Support the role of other professionals, establishing constructive relationships and communication
- Attend and participate in relevant meetings as required.
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Participate in training and other learning activities and performance development as required.
- Assist with the monitoring of pupils out of lesson times including both before and after school and at lunchtimes / break periods.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- There may be an occasional requirement to attend work outside of the normal working day for which appropriate payment would be made.

### **5. General duties and responsibilities**

- Appropriate knowledge of First Aid will be required, for which training will be provided.
- To appropriately maintain the confidentiality of the working environment
- Contribute to and promote the overall ethos/aims of the school.
- Support and maintain a positive working environment between colleagues across the
- To deliver and undertake training as required
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
- To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
- To understand and comply with procedures for the emergency evacuation of the school.

The role is based at Waverley Junior Academy but may involve working at other locations within the trust.

## OTHER

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment;
- Promote and support the aims, ethos and vision of the academy/trust;
- To comply with all ACET policies and procedures;
- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
- Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
- Work in other ACET academies, as required (with travel payment if appropriate).

*The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.*