

STANDLAKE CE PRIMARY SCHOOL

TEACHING ASSISTANT JOB DESCRIPTION

Grade: 4

Your role as a Teaching Assistant in our school is invaluable. We appreciate your efforts in supporting staff and assisting children to learn. We want you to contribute fully as a member of the team and have a rewarding and enjoyable career with us. We will ensure that staff will try to give you clear guidance at all times. If you have any suggestions, or concerns, please share them with your line manager.

RESPONSIBLE TO

You are immediately responsible to the class teacher who will plan your daily work. The Special Educational Needs Co-ordinator or the Headteacher would also always be pleased to discuss any matter with you.

PURPOSE

To work under the direction/guidance of teaching/senior staff to undertake support programmes, to enable access to learning for 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.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans.
- Establish constructive relationships with pupils and interact with them according 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.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Support the needs of specific named children (as timetabled), the implementation of their IEPs, their safety and access to learning activities.
- Provide personal care as required.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote high standards of pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents and carers.
- Administer routine tests and undertake routine marking of pupils' work
- Provide clerical and administrative support e.g. photocopying, typing, filing, money etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses

- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, Key Stages 1 and 2, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

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.
- Set and maintain high standards of behaviour, in line with the school's behaviour policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in 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 lunchtime and break times, as may be required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Contribute to creating and maintaining a well-organised and pleasant environment, both inside and outside the school buildings.
- Maintain equipment/resources around the school.
- Recognise the need for discretion and have due regard to issues of confidentiality, referring parents to the class teacher or Headteacher and report appropriate information from parents or outside agencies to the class teacher.

HEALTH AND SAFETY

Every member of staff has a duty to care, and to co-operate with all health and safety requirements, including:

- taking appropriate responsibility for your own health, safety and welfare and that of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies;
- being familiar with the risk assessments that have been carried out for all potentially hazardous on/off site activities;
- informing the Headteacher of any health and safety concerns or "near misses";
- being familiar with the emergency action plans for fire, first aid and any other on- and off-site security issues;
- raising health and safety issues, as appropriate, with children.

Signed:

Dated:

This job description is due for review annually.