



## Teaching Assistant Job Description

<b>Overall Purpose</b>	To work under the instruction/ guidance of teaching/ senior staff to undertake work/care/support programmes, to enable access to learning for children. To assist the teacher in the management of pupils and the classroom. Work can be carried out in the classroom or outside the main teaching area.
<b>Responsible to:</b>	Class Teacher/ Phase Leader
<b>General Professional Duties/responsibilities</b>	<p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>● Encouraging children 'to let their light shine' and reach their full potential in the classroom</li> <li>● Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>● Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>● Promote the inclusion and acceptance of all pupils</li> <li>● Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>● Set challenging and demanding expectations and promote self-esteem and independence</li> <li>● Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</li> </ul> <p><b>Support for Teachers</b></p> <ul style="list-style-type: none"> <li>● Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li> <li>● Use strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>● Assist with the planning of learning activities</li> <li>● Monitor pupils' responses to learning activities and accurately record achievement/progress as directed</li> <li>● Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.</li> <li>● Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy (LEARN) and encourage pupils to take responsibility for their own behavior</li> <li>● Establish constructive relationships with parents/carers</li> <li>● Administer routine tests and invigilate exams and undertake routine marking of pupils' work</li> <li>● Provide clerical/administration support e.g. photocopying and administer coursework etc.</li> </ul> <p><b>Support for the Academy</b></p> <ul style="list-style-type: none"> <li>● Be aware of and comply with policies and procedures relating to child protection, Health and Safety, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.</li> <li>● Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>● Contribute to the overall ethos/work/aims of the Academy</li> <li>● Appreciate and support the role of other professionals</li> <li>● Attend and participate in relevant meetings as required</li> <li>● Participate in training and other learning activities and performance development as required</li> <li>● Assist with the supervision of pupils out of lesson times, including break time and lunchtime</li> </ul>

	<ul style="list-style-type: none"> <li>● 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</li> </ul>
<b>Knowledge, Skills and Experience</b>	<p>The person in post will be expected to:</p> <ul style="list-style-type: none"> <li>● Be able to relate sympathetically with children</li> <li>● Take part in appropriate training in-house or out outside</li> <li>● Be able to understand how children learn</li> <li>● Be able to understand the educational objectives of the school</li> <li>● Have done or be willing to take part in basic first aid training</li> <li>● Have a good level of numeracy and literacy</li> <li>● Have experience of working with children (either in a paid or unpaid capacity)- preferably in an education setting</li> <li>● Have a commitment to equal opportunities</li> <li>● Have the ability to communicate effectively with a range of people</li> <li>● Be able to work under pressure while remaining calm and adapt to change when required</li> <li>● Be able to deal with sensitive information in a confidential manner</li> <li>● Be proactive and independent if the role requires it</li> </ul>