



Emmanuel Junior Academy

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JOB DESCRIPTION

Post Title: Teaching Assistant

Grade: DSAT Grade 3/4

Responsible to: Working under the instruction / guidance of Teaching staff and/or senior or Higher Level Teaching Assistants

Responsible for: N/A

Main Purpose

In the role of Teaching Assistant you will support pupils in class and in a small group or 1-1 basis. You will work under the instruction/guidance of Teaching staff or appropriate Teaching Assistant staff, to undertake work/care/support programmes to enable access to teaching and learning for pupils within the school and to assist with the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Duties and Responsibilities

1. Support for pupils

- (i) To supervise and provide particular support for all pupils, including those with special needs, ensuring their safety and access to learning activities.
- (ii) Deliver daily phonics sessions to small groups.
- (iii) Assist with the development and implementation of individual Education / Behaviour Plans and Personal Care programmes.
- (iv) Establish constructive relationships with pupils and interact with them according to individual needs.
- (v) Promote the inclusion and acceptance of all pupils.
- (vi) Encourage pupils to interact with others and engage in activities led by the teacher.
- (vii) Set challenging and demanding expectations and promote self-esteem and independence.
- (viii) Provide feedback to pupils in relation to progress and achievements under the guidance of the Teacher.
- (ix) Encourage pupils to take responsibility for their own behaviour

2. Support for the Teacher

- (i) To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- (ii) Use strategies, in liaison with the Teacher to support pupils to achieve learning goals.
- (iii) Assist with the planning of learning activities.
- (iv) Monitor pupils' responses to learning activities and accurately record achievements / progress as directed.
- (v) Provide detailed and regular feedback to Teachers on pupils' achievement, progress, problems etc.
- (vi) Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.

- (vii) Establish constructive relationships with Parents / Carers.
- (viii) Administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- (ix) Provide clerical / administrative support e.g, photocopying, typing, filing

3. Support for the Curriculum

- (i) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- (ii) Undertake programmes linked to local and national learning strategies e.g. Literacy, Numeracy, KS2, recording achievements and progress and feeding back to the Teacher.
- (iii) Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- (iv) Prepare, maintain and use equipment/ resources required to meet lesson plans / relevant learning activities and assist pupils in their use.
- (v) Support the delivery of Phonics and Early Reading using the school's synthetic phonics programme.

4. Support for the School

- (i) 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 in accordance with policy.
- (ii) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- (iii) Contribute to the overall vision and values of the school.
- (iv) Support with lunchtime supervision on a daily basis.
- (v) Support the role of other professionals.
- (vi) Attend and participate in relevant meetings as required.
- (vii) Participate in training and other learning activities and performance development as required.
- (viii) Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes.
- (ix) Accompany teaching staff and pupils on educational visits, and out of school activities as required and take responsibility for a group under the supervision of the Teacher.

General

Postholders will be required to possess at least the NVQ 3 for Teaching Assistants or equivalent qualifications and will have been trained in the relevant learning strategies, e.g. literacy.

Appropriate First Aid training will be required – additional training will be given as necessary

Good numeracy/literacy skills to GCSE Grade C+ (or equivalent) and training in the relevant learning strategies e.g. literacy will be required together with a general understanding of national/foundation stage curriculum and other basic learning programmes/strategies and a basic understanding of child development and learning.

The candidate must possess the skills and aptitude to comply with safeguarding procedures and regulations.