



## Fleetville Infant & Nursery School Job Description – Teaching Assistant

**Job Title:** Teaching Assistant/ Early Years Teaching Assistant

**Responsible to:** Head Teacher

**Pay Grade:** (H3) SPSS 5-6

**Purpose of the role:** To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

**Responsibilities:**

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Support and supervise children during lunchtime

**Teaching Assistants may also undertake some or all of the following:**

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in the development of individual development plans for pupils (such as SEN support plans)
- Support the work of volunteers and other teaching assistants in the school
- Support the use of ICT in the curriculum
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom.
- Provide short term cover supervision of classes

<p><b>Knowledge</b>          NVQ level 2 in numeracy &amp; literacy (or equivalent)          Intermediate knowledge of ICT          Basic knowledge of Health, wellbeing and safety          Awareness of keeping children safe          Basic knowledge of First Aid          Awareness of Data protection and confidentiality</p>	<p><b>Competencies</b>          Communication (written and verbal)          Problem Solving          Team working          Active Listening          Motivation</p>
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Understanding of the Schools ethos and values	
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The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

**Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.**