

Job description: Teaching Assistant

Job details

School: Sherwell Valley Primary School

Salary / grade: Grade C

Hours: 08.30–12.40 AND other individually agreed hours

Contract type: Full Time - Permanent

Responsible to: Class Teacher

Main purpose (Inspiring one another to achieve our potential)

To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Duties and responsibilities

Support for pupils

- Support pupils in accessing learning activities as directed by the teacher.
 - 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 and Personal Care programmes.
 - 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.
 - Attend to the pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
 - Supervise and support pupils ensuring their safety and access to learning.
 - Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
 - Promote the inclusion and acceptance of all pupils.
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- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- In the group situation or on a one to one basis, to stimulate learning. This may include the use of computer equipment, reading practice and cookery.

Support for the teacher

- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupils work.
- Assist with the planning of learning activities. Monitor pupils' responses and accurately record achievement/progress as directed, providing detailed feedback to teachers.
- Promote good 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/carers.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing collecting money etc.

Support for the Curriculum

- Support pupils to understand instructions. Undertake structured and agreed learning activities/teaching programmes (including RWI, Pixl and EYFS curriculum), adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Monitor and arrange orderly and secure storage of supplies.
- Maintenance of everyday equipment, check for quality/safety.
- Undertake simple repairs and report other damages.
- Operation of everyday equipment in accordance with instructions.

Support for the School

- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to safeguarding/child protection, health and safety, data protection and reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To assist in school activities such as carol services, plays, school trips and outings, school fairs etc. and to take responsibility for a group of pupils under the supervision of the teacher.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required, within contracted hours.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Notes

The postholder is also expected to undertake any other appropriate professional duties as directed by the SLT

On occasion, and by mutual agreement, a suitable experienced Teaching Assistant may provide short-term whole-class cover. Where this is the case, those hours will be converted to the Grade F pay rates.

This job description may be amended at any time in consultation with the postholder.

Last review date: [the date when the job description was last reviewed]

Next review date: [the date when the job description will next be reviewed]

Headteacher / line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____