

### **Key Role**

To work under the guidance of teaching / senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals and or groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also cover/supervise whole classes during the short-term absence of teachers (maximum of 3 days consecutively and not a regular basis, e.g. every Tuesday). The primary focus will be to maintain good order and to keep pupils on task. In providing cover supervision, Teaching Assistants will need to respond to questions and generally assist pupils to undertake activities set.

### **Specific Duties and Responsibilities**

#### **1. Support for Pupils**

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance.
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations.
- To focus on individual pupils to ensure their needs are being met within the group.
- To work with other staff to develop and implement the IEPs for pupils.
- To encourage pupils to interact and work co-operatively with others.
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement.
- To promote the inclusion and acceptance of all pupils within the classroom
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing, etc.)
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures/first aid provided appropriate training has been given by an appropriate person.
- Has responsibility to follow the school child protection and safeguarding procedures in order to safeguard the welfare and wellbeing of pupils.

#### **2. Support for Teachers**

- To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate.
- Undertake occasional supervision of the class in the course of short-term absences of teachers, focusing on maintaining good order and to keep pupils on

task under the guidance of teaching staff and within an agreed system of supervision.

- To liaise with other professionals to ensure an appropriate learning environment.
- To set out, prepare, use and tidy equipment.
- To promote home school partnerships.
- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents.
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required.
- In class to undertake marking of pupils work as agreed with the teacher and accurately record achievement/progress.
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher.
- To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, record keeping, photocopying, filing, receiving and passing money to the school secretary etc.
- To work with an established behaviour management policy to anticipate and manage behaviour constructively, promoting self-control and independence.

### **3. Support for the School**

- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- To display pupils work to reflect their achievement.
- To supervise pupils on outings and visits as required.
- To attend staff meetings as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school.
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school.
- To support and encourage students on childcare courses, work experience, teaching practice, etc.
- To be a proactive member of the school and class team.
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.

- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To undertake planned supervision of pupils' during out of school hours learning activities.
- To attend relevant courses and learning activities in order to update knowledge as required.
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects.

#### **4. Support for the Curriculum**

- To prepare, plan and manage specific activities/teaching programmes for groups of pupils, adjusting activities according to pupils' responses/needs.
- To set out and prepare equipment indoors and outdoors.
- To implement local and national learning strategies, e.g. English, Mathematics, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To help pupils access learning activities through specialist support.
- To determine the need for, prepare and maintain general and specialist equipment and resources.

#### **General**

The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

#### **Note**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Signed: ..... Teaching Assistant

Date: .....

Signed: ..... Headteacher

Date: .....