



**JOB TITLE:** Teaching Assistant

**REPORTS TO:** Class Teacher/Deputyhead

**SUPERVISES:** Not Applicable

**BAND:** 2

**JOB PURPOSE:**

To enable pupils' access to learning by supervising and assisting pupils (one to one, in small groups or whole class) across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by a teacher.

Contribute to the effective organisation of the school with administrative and clerical support.

**KEY CORPORATE ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

At the discretion of the Head Teacher, such other activities may from time to time be agreed consistent with the nature of the job described

**PRINCIPAL ACCOUNTABILITIES**

**Curriculum Support**

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- The preparation of materials/equipment (e.g. books, pencils, support materials, art supplies, sort games, equipment) preparing and clearing up activities with the pupils.

- Maintaining classroom resources and designated areas.
- Assisting with reading, word and number games, science and art and craft activities to support learning outcomes using the teachers planned teaching and learning method.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Supervise individual, small groups or whole class of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems.
- Assist pupils to develop their independence through undertaking tasks.
- Support the use of IT as a tool to enable learning.
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.
- Mark pupil work, recording progress and achievement.
- Administer and mark routine tests with clearly defined predetermined answers.
- Invigilate exams as required.
- Supporting pupils, including those with SEN, individually or in small groups, implementing Individual Education Plans, using either specialist knowledge or skills in providing such support (e.g. behaviour management).
- Develop and implement strategies for behaviour management.
- Promote positive values, attitudes and good pupil behaviour, dealing with conflicts and incidents.
- Manage pupils who are showing socially unacceptable or challenging behaviour.
- Establishing productive working relationships with pupils using methods to encourage pupil engagement and participation in activities.
- Ensure that pupils work and play together positively and cooperatively, with good behaviour.
- Helping pupils change for practical activities.
- Arrange classroom to create a positive learning environment including arranging classroom displays.
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects.

### **General School Support**

- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description