THURROCK COUNCIL

Education Teaching Assistant Team

JOB TITLE: **Teaching Assistant 2**

REPORTS TO: Inclusion Leader

SUPERVISES: Not Applicable

BAND: **2**

JOB PURPOSE:

- To enable pupils' access to learning by supervising and assisting pupils (one to one and in small groups) 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.
- To 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

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

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

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, art supplies, sort games, AVA 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 or small groups 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.
- Administer and mark routine tests with clearly defined predetermined answers.
- Invigilate exams as required.
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects
- 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.

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.