



Job Description for a Teaching Assistant (TA)

Job purpose

To work under the instruction/guidance of a classroom teacher or line manager, to provide support and assist teachers in the development and education of children in our school, to enable access to learning for pupils, by undertaking non-teaching tasks related to classroom activities and providing basic supervision and care skills.

Main duties and responsibilities

Support for children

- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- 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.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To assist in the supervision of children outside the classroom including in playgrounds, dining areas or on visits outside the school premises.
- To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises.
- To provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individual or groups of children, utilising a basic range of skills, with a need for only limited experience and under close supervision from teaching staff.

Support for teachers

- To undertake other relevant duties allocated at the discretion of the classroom teacher, head teacher or other designated supervisor.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities in liaison with the class teacher.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.



- Provide detailed and regular feedback to teachers on pupils' achievement, progress problems etc.
- 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.
- Provide clerical/admin support e.g. photocopying, typing, filing, money, etc.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To observe children as individuals and in groups and report problems and progress to the classroom teacher or other designated person.
- To prepare and operate computers and other equipment and undertake any other simple practical tasks on equipment used as teaching aids.
- To prepare display materials and teaching aids, undertake simple maintenance and repair, and clean and tidy up after use.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To assist in the delivery of educational work programmes by undertaking individual, predetermined learning activities, such as reading, listening to children read and stimulating learning through play, in order to further the educational development of children.

Authorised to

- Provide simple first aid to children.
- Have access to child assessment records and data as part of the duties described above, following the school's guidelines with regard to confidentiality.



Entitlement

Induction, training and professional support

- To receive new staff induction training in line with the school's policy if appropriate.
- To receive 'Appointed Person' First-aid training in line with the school's policy.
- To receive appropriate training, as applicable, for all duties which are required within this job description.
- To receive the support of a line manager and to work as a valued part of our whole school team.

Performance management

- To set objectives in line with the agreed Performance Management policy.
- To agree objectives with line manager.
- To contribute to a review of performance against the objectives set.
- To benefit from professional development opportunities in line with identified school and professional priorities.

Qualifications

- Successful completion of DBS forms and satisfactory clearance being received.
- Successful completion of school or DfE Induction Training for TAs.
- Should be able to demonstrate a reasonable standard of education with proficiency in literacy and numeracy to GCSE level or equivalent.
- Experience of working with children, in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure and Barring Service clearance.