

JOB DESCRIPTION



Name:

Post: **Teaching Assistant – Scale 2**

Line Manager: Headteacher

Prime Objectives of the Post

- To promote and support access to learning for pupils
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes, and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could involve assisting the teacher in planning and the management/preparation of resources.
- Staff may also supervise whole classes occasionally during the short term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

Support for Pupils

- Use skills/training/experience to support pupils and adjust activities according to pupil responses/needs
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Support for Teachers

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- 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
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer and mark routine tests and invigilate exams/tests
- Provide general clerical and administrative support

Support for the School

- 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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Undertake planned supervision of pupils' out of school hours learning activities

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- Supervise pupils on visits, trips and out of school activities as required
- Comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Maintain professional standards in relation to confidentiality and relationships with colleagues

This job description outlines the main duties and responsibilities of the post. It will be reviewed annually. However it may be amended at any time in negotiation with the postholder.

Signed..... Date.....

Reviewed..... Date.....

Signed

Headteacher