



'Valuing Learning, Learning to Value'

JOB DESCRIPTION

Name:

Job Title: Teaching Assistant

Responsible to: Headteacher

Main Duties and Responsibilities

To work as an enthusiastic and pro-active member of the staff team in school, assisting and supporting teaching staff in promoting quality first teaching and well-being of children in their class and across the whole school.

Duties:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake.

Supporting teaching and learning

1. Assist and fully support in the educational and social development of pupils under the direction and guidance of the Headteacher, SENDCO and class teachers.
2. Assist in the implementation of 'My Plans' for pupils and help monitor their progress.
3. Work with other professionals, such as speech therapists, family support workers as necessary.
4. Have a clear understanding of the needs of all pupils.
5. Have a clear understanding of the vision and aims of the school.
6. Follow the schools policies ensuring consistency and take responsibility for promoting good and courteous behaviour both in the classroom and around the school.
7. Maintain good relationships with pupils, treating pupils with dignity, building relationships rooted in mutual respect.
8. Develop effective professional relationships with colleagues, knowing how and when to draw on advice and support.
9. Make use of formative and summative assessments to monitor progress and help move learning on.
10. Give pupils regular feedback and encourage pupils to respond to the feedback.
11. Develop good questioning skills.
12. Maintain a safe and stimulating environment.
13. Support pupils with literacy and numeracy skills as well as accessing the general curriculum.

Administrative duties

1. Prepare and upkeep records of children's work including updating books / files / displays.
2. Support class teachers in photocopying and other tasks in order to support children's learning.
3. Mount children's work and set up displays across the school.
4. Undertake other duties from time to time as the Headteacher/ Deputy Headteacher requires.

Whole school issues

1. Support the aims and ethos of the school.
2. Set high expectations and demonstrate positive attitudes, values and behaviour.
3. Be proactive in matters relating to safeguarding, health and safety and having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.
3. Set a good example in terms of dress, punctuality and attendance.
4. Attend Inset and staff meetings when appropriate.
5. Undertake professional duties that may be reasonably assigned by the Headteacher including break time duties.
6. Make a positive contribution to the wider life and ethos of the school.
7. Follow school policies, including using information technology systems as required to carry out duties in accordance with our Acceptable Users policy / Data Protection.
8. To support the breakfast club and after school clubs as necessary.
9. Participate in training and other learning activities as required.
10. Supervise pupils on visits, trips and out of school activities as required.
11. Contribute to the overall ethos/work/aims of the school through positive approaches to all aspects of school life.
12. Be aware of the importance of well being and work-life balance and to share concerns with SLT.

Grade 5 TAs are expected to provide further support and advice to other TAs; be more independent in preparing/adapting work for children if asked and to work across classes when required. They may at times need to lead the class if the teacher is required somewhere else at short notice.

This job description sets out the main duties of the post. Such duties may vary from time-to-time without changing the general character of the post or the level of the responsibility entailed. Such variations are a common occurrence and cannot justify a reconsideration of the grading of the post.