

JOB DESCRIPTION- Teaching Assistant – Grade 3

RESPONSIBLE TO: Responsible and accountable to the SENco, class teacher or headteacher for all duties, responsibilities and tasks.

JOB PURPOSE:

To work under the instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Main duties and responsibilities:

In support of pupils:

- a) Use specialist (curricular/learning) skills/training/experience to support pupils
- b) Assist with the development and implementation of My Plans
- c) Establish productive working relationships with pupils, acting as a role model and setting high expectations
- d) Promote the inclusion and acceptance of all pupils within the classroom
- e) Support pupils consistently whilst recognising and responding to their individual needs
- f) Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- g) Promote independence and employ strategies to recognise and reward achievement of self-reliance
- h) Provide feedback to pupils in relation to progress and achievement
- i) Support pupils during off-site visits / curricular initiatives away from main school site.

In support of Teachers:

- a) Work with the teacher to establish an appropriate learning environment
- b) Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- c) Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- d) 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
- e) Be responsible for keeping and updating records as agreed with the teacher, contributing to review of systems/records as requested
- f) Undertake marking of pupils' work and accurately record achievement/progress
- g) 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
- h) Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed

In support of the Curriculum:

- a) Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs

- b) Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- c) Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- d) Help pupils to access learning activities through specialist support
- e) Determine the need for, prepare and maintain general and specialist equipment and resources

In support of the school:

- a) 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 the headteacher
- b) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- c) Contribute to the overall ethos/work/aims of the school
- d) Appreciate and support the role of other professionals
- e) Attend and participate in relevant meetings as required eg. reviews
- f) Participate in training and other learning activities and performance development as required
- g) Assist with the supervision of pupils out of lesson times eg. playtimes
- h) 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
- i) Adopt confidentiality at all times

Willingness to acquire/develop knowledge and skills in these areas

1. Effective use of ICT to support learning
2. Understanding of relevant policies/codes of practice and awareness of relevant legislation
3. General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
4. Basic understanding of child development and learning
5. Ability to self-evaluate learning needs
6. Ability to relate well to children and adults
7. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Health and Safety

Ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to line manager or head teacher any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Special Conditions

Term time only.

Leave to be taken when school is not in session.

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