

Teaching Assistant

Job Description



Post:	Teaching Assistant
Grade:	3
Location:	Belmont Community School
Responsible To:	Head Teacher/Senior Manager/SENCO/HLTA
Job Purpose	<p>To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils;</p> <p>To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.</p> <p>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.</p>

Duties and Responsibilities

Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures;
- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Under the guidance of a teacher monitor, assess and record pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
- Support pupils with SEND needs as appropriate;
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
- Contribute to pupils plans and reports;
- Support the work of volunteers and other teaching assistants in the classroom;
- Support the use of ICT in the curriculum;
- Work with pupils not working to the normal timetable using Teacher's planning.

- Undertake pupil record keeping and maintenance of records as requested;
- Invigilate examinations and tests;
- Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only;
- Assist in escorting and supervising pupils on educational visits and out of school activities;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;
- Maintain a clean, safe and tidy learning environment;
- Support children's learning through play and planned learning activities;
- Support pupils in developing and implementing their own personal and social development;
- May be asked to administer medications subject to agreement and in line with school policy;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations;
- Monitor and manage stock and supplies for the classroom.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.