

JOB DESCRIPTION: Teaching Assistant

Supporting Teaching & Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head teacher, Deputy Headteacher, Assistant Headteacher, Senior Leadership team and class teachers.
- Assist in the implementation of Intervention and Additional Support programmes for individual pupils and carefully monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Support groups of pupils in their completion of learning tasks.
- Supervise larger groups of pupils when required.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Support students with emotional or behavioural problems and help develop their social skills.
- Support in the assessment of children's learning.
- Adopt the Thrive Approach and follow the school's policies and procedures

Supporting the Teacher

- Assist class teachers with maintaining student records.
- Prepare and present displays of student's work within the class room and around the school.
- Support class teachers in photocopying and other administrative tasks in order to support teaching.
- Work with the class teacher/s to ensure that the classroom is tidy and clutter free.
- Prepare, collect and replace teaching resources.
- Support the teacher in designing and actioning effective class room organisational systems.
- Undertake other administrative duties from time to time as the teacher requires.

Supporting the School

- Support the aims and ethos of the school, modelling the school's Value system and consistently supporting pupils in doing so also.
- Contribute to school evaluation through the collection of data.
- Support school improvement through personal modelling of key messages and carrying out any actions relevant to the role identified within improvement plans.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings as required.
- Be proactive in matters relating to health and safety.
- Work with other staff to ensure that central units and other shared spaces are kept tidy and clutter free.

Supporting the Curriculum

- Support class teachers in the year group with ideas for enriching the creative theme.
- Contribute ideas to whole school creative themes.
- Use own knowledge of the local area to contribute to enriching provision for pupils.
- Use own interests and expertise to enrich and support curriculum provision.