



JOB DESCRIPTION

JOB TITLE: Teaching Assistant – Supporting & Delivering Learning - Level C

1. PURPOSE OF JOB

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 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. 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.

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Use specialist (curriculum / learning) skills / training / experience to support pupils, including support for an individual child in the class
- 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 within the classroom, with a focus on the individual child being supported
- 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
- Provide pastoral support to pupils
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
- Attend to pupils' personal needs and provide advice to assist their social, health and hygiene development
- Participate in comprehensive assessment of pupils to determine those in need of particular help
- Assist the teacher with the development and implementation of Individual Education / Behaviour / Support / Mentoring plans
- Support provision for pupils with special needs
- Establish productive working relationships with pupils, acting as a role model
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- Promote the speedy / effective transfer of pupils across phases / integration of those who have been absent
- Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance
- Challenge and motivate pupils, promote and reinforce self-esteem

Support for the Teacher

- 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
- Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents, or as directed
- Provide general clerical / admin support e.g. administer coursework, produce worksheets for agreed activities etc

Support for the Curriculum

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

- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for and prepare and maintain general and specialist equipment and resources

Support for the School

- 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 an appropriate person
- 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 regular 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
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

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CRITERIA

ESSENTIAL CRITERIA

Job Related
Education and
Qualifications and
Knowledge

- NVQ 3 for Teaching Assistants or equivalent qualification or experience
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area, e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc, or specialist training for children with SEN and disabilities
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies
- Understanding of principles of child development and learning processes
- Understanding of classroom roles and responsibilities and own position within those roles
- Appropriate First Aid training

Experience

- Experience of working with children of relevant age
- Experience of working with children with disabilities, that can include ASC, Down's Syndrome,

Skills/Abilities

- Very good numeracy / literacy skills
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Can use ICT effectively to support learning
- Effective use of other equipment technology - video, photocopier
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- A positive, upbeat attitude

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.