



## **Teaching Assistant**

### **Job Purpose**

- To support the teacher / Higher Level Teaching Assistant in the smooth and effective running of the class
- To consistently promote positive values, attitudes and behaviour
- To support all pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration
- To have high expectations of all pupils' achievement and a commitment to raising educational standards
- To encourage all pupils to participate in all aspects of school life
- To encourage the social and emotional development of pupils
- To work effectively with individual pupils and small groups under the direction and supervision of a qualified teacher / Higher Level Teaching Assistant
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils
- Attend planning and preparation meetings as required (these may take place out of school hours)
- To work collaboratively with colleagues as part of a professional team

### **Planning & Expectations**

Working within school policies and procedures to:

- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Promote equal opportunities for all pupils
- Contribute to the planning of opportunities for pupils to learn which may include out-of-school contexts in accordance with school policies and procedure
- To assist the teacher and Higher Level Teaching Assistant / Higher Level Nursery Nurse in the planning and development of work programmes, work activities and support programmes for pupils
- Assist in the preparation of teaching resources/materials
- Help to implement lesson plans
- Provide constructive feedback to the pupil and teacher (both verbal and written)

## **Monitoring & Assessment**

- Assist the Teacher / Higher Level Teaching Assistant in evaluating pupils' progress
- Monitor pupils responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn
- Record pupils' responses to tasks and participation etc and provide constructive feedback
- Contribute to maintaining records of pupils progress

## **Teaching and Learning Activities**

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in learning activities
- Use behaviour management strategies in line with the school's policy and procedures which contribute to a purposeful learning environment
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the teacher.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- To assist with the supervision of, and encourage good behaviour, amongst pupils
- Organise and manage safely the learning activities, the teaching space and resources
- To work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area
- To implement agreed work programmes with individuals or groups in or out of the classroom

## **Professional Values & Practice**

- Have high expectations of all pupils and promote and reinforce pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)

- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents, carers, and outside agencies (e.g. school psychology service) recognising their roles in pupil's learning
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and seek advice or guidance as necessary

## **General**

- Maintain a safe environment for pupils, staff and visitors to the school
- Meet and communicate with parents (e.g. at open evenings) as necessary
- Supervise pupils off site on school trips and other external visits
- Provide welfare support for pupils

## **Additional Duties**

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher or Higher Level Teaching Assistant. This may include:

- Collecting money
- Chasing absences,
- Preparing class lists
- Record keeping and filing
- Producing classroom displays
- Stock taking
- Responding to simple IT malfunctions (e.g. replacing printer cartridge) by carrying out basic checks and where necessary requesting appropriate technical assistance,
- Any other duties as directed by the teacher - this might include assisting children with personal cleanliness, dressing and undressing as appropriate

## Personal Specification

- Good literacy and numeracy skills
- Patient and emotionally resilient
- Good communication skills
- Sound awareness of personal impact on others
- Sound IT skills e.g. knowledge of word processing, use of internet and email
- Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context
- Good planning and organisational skills
- Able to motivate and encourage pupils
- Willing to promote the school's social inclusion policies and practices
- Willing to work within and promote school's child protection practices (includes full CRB check)
- Able to use basic technology ie photo-copier, computer and digital camera
- Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs
- Professionally discreet and able to respect confidentiality
- Has a flexible approach to tasks
- Has a firm, sensitive and effective approach towards pupil discipline
- Confident and able to use own initiative whilst also respecting advice given by others
- Willing to attend evening meetings as required