

Job Description – Teaching & Learning Support Assistant



Job Title: Teaching Assistant

Grade & Salary: Grade 2 points 5-6 (£18795 -£19171).

Responsible to: Headteacher / Deputy Headteacher.

Responsible for: Learning support and intervention, and pastoral support, for children. Support for class teachers.

Brief overview of the job

The TA role involves working under the direction of the class teacher, or other senior staff, in leading & supporting learning activities with pupils. The TA assists the teacher in the management of the pupils and of the learning environment, including preparation of teaching materials as required. In the main, a TA supports in class – however there are times when a TA will work with small groups of pupils outside of the classroom, on interventions planned by the class teacher.

Duties and Responsibilities include:

Support for Children

- Assisting individual pupils and groups of pupils in carrying out learning tasks set by the teacher, both inside and outside of the classroom.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set high expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement.
- Assisting teachers in the monitoring, recording and evaluation of pupils' progress
- Assist with the development and implementation of Individual Education Plans and Behaviour Plans and other SEND-related programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Undertake duties related to the personal hygiene and welfare of pupils as directed by the classroom teacher and by senior staff.
- Developing an understanding of the needs of SEND children. Supporting SEND children in the learning activities and in their personal development.

Support for the Teacher

- Under the direction of the teacher, contribute to creating and maintaining a purposeful, orderly and supportive environment, inside the classroom and in communal areas.
- Assist with the planning of learning activities, where appropriate (though in the main the lead would be taken by the class teacher).
- Liaising with teaching staff, and with other professionals, to identify the needs of the children and to plan ongoing learning activities.
- Provide feedback to teachers on the progress of individual children and of groups of children.
- Assist in the setting up of equipment and resources.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and keep records where appropriate, as directed by the teacher.
- Provide regular feedback to teachers on pupils' achievement, progress, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and to encourage pupils to take responsibility for their own behaviour.
- Establish constructive and positive relationships with parents/carers.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money, etc, as & when required.
- Assist with the display of pupils' work, in liaison with the class teacher.
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Contributing to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the planning and production of IEPs).

Support for the Curriculum, Teaching, Learning

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

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.
- Build positive relationships with colleagues, contributing effectively to the Key Stage and whole-school team.
- Participate in meetings to review pupil progress, and be able to report to the meeting as required (based on learning activities undertaken with children)
- Help to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Be an effective, positive role-model for pupils, in terms of attitudes, behaviour etc.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required, taking a keen interest in personal professional development.
- Assist with the supervision of pupils out of lesson times, including before and after school, at breaktimes, and at lunchtime.

- 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.
- Assisting in maintaining a safe environment for pupils and staff, indoors and outdoors.
- Assisting in the supervision of pupils during the day and in the playgrounds as required, including carrying out a daily 30 minute lunchtime duty.
- Assisting in ensuring that pupils adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- Contributing to preparing reports on pupils as appropriate.
- Liaising with parents and other agencies as required.
- Leading or supporting an After School Club, where appropriate (depending upon the needs of the school, and upon hours worked).

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within the school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise, and responding effectively, following the school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review, including appraisal.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Governing Body and the Local Authority.

The above information is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

L McAnaney, Headteacher.
June 2020.