

**Teaching Assistant:**

**Job Title:** Teacher Assistant (specific pupil) – Grade F

**Responsible to:** Headteacher, and /or senior leader

To work under the guidance of teaching/senior staff to undertake work/support programmes to enable access to learning for a specific pupil and to assist the class teacher in the management of pupils in the classroom. Work may be carried out in the classroom or outside the main teaching area.

	<p><b>Support for pupil/s</b></p>
	<ul style="list-style-type: none"> <li>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li> <li>• Assist with the development and implementation of individual outcomes</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>• Promote the inclusion and acceptance of all pupils</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> <li>• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</li> </ul>
	<p><b>Support for Teachers</b></p>
	<ul style="list-style-type: none"> <li>• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li> <li>• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>• Assist with the planning of learning activities</li> <li>• Monitor pupils' responses to learning activities and accurately record achievement and/or progress as directed</li> <li>• Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.</li> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Establish constructive relationships with parents/carers</li> <li>• Administer routine tests and invigilate exams and undertake routine marking of pupils' work</li> <li>• Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.</li> </ul>
	<p><b>Support for the curriculum</b></p>
	<ul style="list-style-type: none"> <li>• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses</li> <li>• Undertake programmes linked to the national curriculum - recording achievement and</li> </ul>

	<p>progress and feeding back to the teacher</p> <ul style="list-style-type: none"> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li> <li>• Prepare, maintain and use equipment/resources required to meet the relevant learning activity and assist pupils in their use</li> </ul>
	<p><b>Support for the school</b></p>
	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime</li> <li>• 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</li> </ul>