

Teaching Assistant:

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

Responsible to: Headteacher, Special Educational Needs Co-ordinator & Designated Teacher

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

	<ul style="list-style-type: none"> • 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 relevant learning activity and assist pupils in their use
	<p>Support for the school</p>
	<ul style="list-style-type: none"> • 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 • 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 • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Assist with the supervision of pupils out of lesson times, including before and after school 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