

Job Description

Title of Post:	Teaching Assistant (TA)
Responsible to:	Class teacher Headteacher Designated member of Senior Leadership Team Governors

General Duties

- To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and will be responsible for some learning activities within the overall teaching plan.
- To provide welfare care for pupils
- To provide general support for staff
- Meet the requirements in the 'Appendix to all staff Job Descriptions' (attached)

Responsibilities

Key duties:

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Supervising pupils in the classroom, playground and around school.

Teaching Assistants in this role may also undertake some or all of the following:

1. Work with individual pupils with special educational needs
2. Work with pupils for whom English is not their first language
3. Assist in the development of individual development plans for pupils (such as Individual Educational Plans)
4. Support the work of volunteers and other teaching assistants in the classroom
5. Support the use of ICT in the curriculum
6. Invigilate exams and tests
7. Supervising on off-site activities.
8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
9. Assisting with maintaining and filing records on children, this may include entering computer data and printing.
10. Support pupils in developing and implementing their own personal and social development
11. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
12. Monitor and manage stock and supplies for the classroom.

13. Midday Meals Supervision

14. Anything else the head, senior staff or class teacher may reasonably expect

First Aid Duties (for nominated first aiders only)

- Acting as a school First Aider (qualified)
- Care of sick children and dealing with minor injuries
- Escorting children to hospital if required

Specific individual Responsibilities

These are negotiated annually with your direct line manager

General Factors that are Relevant to the Role

Factor	Relevant Job Information
1 Knowledge	Requires knowledge and procedures for supporting and leading learning activities. Requires knowledge and skills equivalent to NVQ level 2 in Supporting Teaching and Learning or have equivalent experience.
2 Mental Skills	Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
3 Interpersonal and Communication Skills	Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. Exchanges information with staff, parents/carers.
4 Physical Skills	Setting up and use of educational equipment and/or keyboard skills.
5 Initiative and Independence	Works under the direction of the teacher. Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
6 Physical Demands	Requirement for standing for long periods and/or working in awkward positions e.g. sitting on low chairs.
7 Mental Demands	Working with individuals or groups of pupils requiring mental and sensory concentration; work is regularly interrupted as part of the normal working pattern.
8 Emotional Demands	Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management. SEND- Demands arising from on-going involvement with pupils with special educational needs.
9 Responsibility for People Wellbeing	Implements planned learning activities as agreed with the teacher; works with individual or small groups of pupils. Under guidance from the teacher provides feedback to pupils on attainment and progress.
10 Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.
11 Responsibility for Financial Resources	May handle small amounts of cash e.g. for school visits/maths activities.
12 Responsibility for Physical and Information Resources	Responsible for the careful and safe use of equipment such as play and standard ICT equipment; records confidential pupil data for pupils with whom jobholder works.
13 Working Conditions	Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.

Appendix to All Staff Job Descriptions

As part of the team at Broadwater C of E School, these general principles underpin all job descriptions.

Social

All members of the school will foster good relationships and good manners. They will

- Set an example and encourage children to develop personal responsibility and acceptable behaviour
- Encourage children to keep to our Behaviour Guidelines
- Be a good role model for the pupils, including following our No Smoking Policy.

Health and Safety

- Ensure general safety and care is adhered to at all times
- Assist with First Aid where appropriate certified training has been undertaken
- Be aware of the County Guidelines for Health and Safety and the schools own 'Health and Safety Policy'

Confidentiality

- Refer parents who approach you for information to the class teacher or headteacher
- Maintain strict confidentiality about all school matters
- Show loyalty to the school community

Child Protection and Safeguarding the Welfare of Pupils

- Following the schools Child Protection Procedure
- Report any Child Protection issues or concerns to the Designated Safeguarding Lead

Indicative knowledge, skills and experience

- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.