



## TEACHING ASSISTANT JOB DESCRIPTION

### Employment Details

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Grade:</b>	H3
<b>Contract:</b>	Permanent
<b>Reports To:</b>	Assistant Headteacher for Inclusion or Headteacher.
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• Work with class teachers to raise the learning and attainment of pupils.</li><li>• Promote pupils' independence, self-esteem and social inclusion.</li><li>• Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement</li></ul>

### Responsibilities

#### Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and behaviour among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and feedback observations on to the class teacher.
- Supervise a class if the teacher is temporarily unavailable .
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.
- Undertake lunchtime duties both in dining room/classroom and in the playground.

#### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons.

#### Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.

- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers .
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues

### Health ,Safety and behaviour

- Promote the safety and wellbeing of pupils.
- Look after children who are upset or have had accidents
- Implement the school behaviour policy to manage behaviour effectively to ensure a good and safe learning environment.

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education) and our safeguarding and child protection policies.
- Report to designated safeguarding leads (DSLs) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### Professional Development

- Take part in the school's appraisal procedures.
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

### Teaching Assistants may also undertake some or all of the following:

Work with individual pupils with special educational needs.

Work with pupils for whom English is not their first language

This job description will be reviewed annually to reflect the plans, growth and development of the school, and education system. As part of the yearly appraisal cycle this will be signed by the staff member and their line manager. This job description may be amended at any time in consultation with the postholder.

**Teaching Assistant:**

**Headteacher:**

**Date:**

## Person specification

Knowledge	Competencies
NVQ level 2 in numeracy & literacy (or equivalent)	Communication (written and verbal)
Intermediate knowledge of ICT.	Problem Solving
Basic knowledge of health, wellbeing and safety.	Team working
Awareness of keeping children safe.	Motivation
Basic knowledge of First Aid.	
Awareness of Data protection and confidentiality.	
Understanding of Chater Junior's aims and values.	