



## Teaching Assistant Job Description

**Pay grade: H4**

**Purpose of the role:** To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs

**Responsibilities:**

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- Assess, record and report on development, progress and attainment as agreed with the teacher
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants in this role are expected to undertake at least one of the following:
  - Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties
  - Provide specialist support to pupils where English is not their first language
  - Provide specialist support to gifted and talented pupils
- Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

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

- Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
- Provide cover supervision of classes
- Supervise the work of other support staff/trainees
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Invigilate exams and tests
- Escort and supervise pupils on educational and out of school activities
- Guide and support pupils in their personal, emotional and social development
- Prepare and present displays
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Work with pupils not working to the normal timetable

Knowledge	Competencies
NVQ level 2 in English and maths (or equivalent) Intermediate knowledge of ICT Working knowledge of Health, wellbeing and safety Awareness of keeping children safe Basic knowledge of First Aid Knowledge of Data protection and confidentiality Understanding of the Schools ethos and values	Communication (written and verbal) Problem Solving Team working Active Listening Drive Monitoring