

Job description for Teaching Assistant Grade F- General Teaching Assistant at Clearwell Primary School.

1. Job Purpose

To support staff with their responsibility for the care, development and education of children, including those with SEN. The focus will be on supporting English and carrying out interventions where appropriate.

2. Duties and responsibilities;

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management /preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

SUPPORT FOR PUPILS

- ❖ Use specialist (curricular/learning) skills/training/experience to support pupils
- ❖ Assist with the development and implementation of Myplans and Myplan+
- ❖ Establish productive working relationships with pupils, acting as a role model and setting high expectations
- ❖ Promote the inclusion and acceptance of all pupils within the classroom
- ❖ Support pupils consistently whilst recognising and responding to their individual needs
- ❖ Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- ❖ Promote independence and employ strategies to recognise and reward achievement of self reliance
- ❖ Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

- ❖ Work with the teacher to establish an appropriate learning environment
- ❖ Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- ❖ Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

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- ❖ Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- ❖ Be responsible for keeping and updating records as agreed with the teacher or SENCO, contributing to reviews of systems/records as requested
- ❖ Undertake marking of pupils' work and accurately record achievement/progress
- ❖ Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- ❖ Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- ❖ Administer and assess routine tests and invigilate exams/tests
- ❖ Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- ❖ Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- ❖ Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- ❖ Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- ❖ Help pupils to access learning activities through specialist support
- ❖ Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

- ❖ Be aware of and comply with policies and procedures relating to child protection, 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
- ❖ Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, SENCO or Head Teacher to support achievement and progress of pupils
- ❖ Attend and participate in regular meetings



Primary School

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- ❖ Participate in training and other learning activities as required
- ❖ Recognise own strengths and areas of expertise and use these to advise and support others
- ❖ Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- ❖ Undertake planned supervision of pupils' out of school hours learning activities
- ❖ Supervise pupils on visits, trips and out of school activities as required
- ❖ Understand that a TA will not necessarily work with the same class, age group or individual child for which they were initially employed.
- ❖ Any other reasonable request by the Head Teacher

3. Supervision Received:

- ❖ Class teacher
- ❖ SENCO
- ❖ Head teacher

4. Special Conditions

- ❖ Term time only. Leave to be taken when school is not in session.
- ❖ Any requests for time out for appointments, family illness etc to be made in writing in accordance with school absence policy

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.