

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:	Teaching Assistant
Grade:	Level 2
Purpose of Job:	Working under the direction of the class teacher to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom.

SPECIFIC DUTIES

a) Supporting the Pupil

1. Under the guidance of the class teacher undertake work/care/support/wellbeing programmes to enable access to learning for pupils.
2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
3. Encourage and promote the inclusion and acceptance of all pupils.
4. Aid the learning of pupils by:
 - Clarifying and explaining instructions;
 - Ensuring that the child is able to use the equipment and materials provided;
 - Motivating and encouraging the child as required;
 - Supporting pupils in respect of local and national learning strategies, e.g. English, maths etc;
 - Developing appropriate resources to support the pupil/pupils;
 - Helping pupils to concentrate and to finish the work set;
 - Carrying out and liaising with the class teacher about interventions as part of a child's 'Assess, Plan, Do, Review' cycle
5. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.

b) Supporting the Teacher

1. Organise the learning environment and develop classroom resources as required.
2. Monitor and track progress and provide feedback to assist in developing the 'Assess, Plan, Do, Review' cycle for children with additional needs.
3. Support the needs of a child with additional support, be it on a one-to-one or small group basis.
4. With support from colleagues, provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of medicine).
5. Provide detailed and regular feedback to teachers on pupils' achievement, progress, well-being etc.

6. Support the emotional, behavioural and pastoral needs of all children, contributing to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
7. Undertake support activities for the teacher as required.

c) Supporting the Curriculum

1. Undertake programmes linked to local and national learning, recording achievement and progress and feeding back to the teacher.
2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Provide targeted support to enhance learning and improve attainment.

d) Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Accompany staff and pupils on visits, trips and out-of-school activities as required.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings as required.

At the request of the Head Teacher the post holder will carry out any other duties and responsibilities appropriate to the job role.

The ability to converse at ease with pupils, parents/carers and members of the public and to provide information and advice in accurate spoken English is essential for the post.

Signature of post holder

Date

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Signature of headteacher

Date

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