

Teaching Assistant

Job description



Line Manager: Class teacher

Responsible to: Headteacher

Main purpose of the job:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and 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
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline 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 pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use IT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

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 colleagues and other 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
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- 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
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school in line with the Code of Conduct

Signed:	_____	Teaching Assistant	Date:	_____
Signed:	<u>D. Gater</u>	Headteacher	Date:	1.9.22

Appendix:

Guidelines for Teaching Assistants at St Matthew's Church of England Primary School

Teaching Assistants should work under the guidance of class teachers, referring to them in the first instance when there are questions or issues. They will...

- ✓ Follow prepared timetables and schedules
- ✓ Inform the teacher if they need to leave the classroom for some reason
- ✓ Be on break time duty at least once a week, having a quick toilet break before or after playtime
- ✓ Share any pink forms / safeguarding concerns directly with the DSL or ASL
- ✓ Be proactive and look for jobs that need to be done when there are quiet moments.
eg. sharpening pencils, hearing readers, tidying up
- ✓ Only use their phones during break times
- ✓ Avoid picking up children or having them on their laps
- ✓ Liaise with the class teacher regarding the use of the behaviour chart
- ✓ Support our oracy initiative by modelling quiet voices during lessons