Teaching Assistant - Job Description

CONTRACTED HOURS	10.5 hours per week / 38 weeks per year / (3 mornings) Mon, Wed, Thurs mornings 08.30am – 12.00 noon
LOCATION	Victory Road, Ipswich
GRADE / SCALE POINT – SALARY	Grade 3 £26,016 – £29,070 FTE(Pro rata for part time)
REPORTING TO	Headteacher
	THIS POST DOES NOT SPONSOR ANY VISAS

1. INTRODUCTION

Main Purpose of the Job:

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide general support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area.
Line Manager – Deputy Headteacher
Assist teachers in the following:

Support to Teacher

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Undertake appropriate basic admin tasks.

Support to Pupils

- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide general support to pupils ensuring their safety, by complying with good H&S practice.
- Provide First Aid to pupils as required.

Support to Curriculum

- Assist the teacher in the preparation and development of agreed curriculum activities/materials.

- To provide support in literacy/numeracy/SEN strategies
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes if required.

Reporting to: Class Teacher / Deputy Headteacher

2. GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

3. SCHOOL ETHOS

- To play a full part in the life of St John's CEVAP; to support its ethos and to encourage all students and staff to follow this example.
- Actively promote the School's policies at all times.
- Comply with the School's Health and Safety Policy at all times.

To model the professional behaviours at all times, especially under challenging circumstances.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Deputy Head to carry out appropriate duties within the context of the job, skills and grade.