

THEALE C of E PRIMARY SCHOOL
Job Description for Teaching Assistant

JOB PURPOSE:

- Support will at times take the form of providing 1-1 assistance for a specific pupil with SEND.
- To support pupils in their learning and development in small groups or with individual pupils as directed treating them with respect and consideration.
- To consistently promote positive values, attitudes and behaviour.
- To encourage the social and emotional development of pupils, motivating and encouraging children as required.
- To encourage pupils to participate in all aspects of school life.
- To help pupils become more independent.
- To promote inclusion and acceptance of all pupils.
- To establish a supportive relationship with the children.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Head Teacher/Deputy Head Teacher/SENCO

This job description may be amended at any time by mutual agreement in the light of changing circumstances and hours worked.

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher.

Planning and Expectations

Working within schools policies and procedures to:

- Promote equal opportunities for all pupils.
- Contribute to discussions, with the teacher on the development of support programmes for pupils, being aware of planning and involved in assessment of individual children.
- Contribute to the preparation of teaching resources and materials.
- Provide feedback to pupils and the teacher which may include observational work to monitor and enable staff to assess further needs.
- Attend and participate in relevant meetings as required.
- Be positive and patient at all times reinforcing staff expectations of the child.

Teaching and Learning Activities

- Prepare classroom as directed for lessons, helping the children to use all equipment and materials provided, ensuring child is able to use equipment and materials provided.
- Assist in display of pupils work.
- Communicate effectively and sensitively with pupils to support their learning, clarifying and explaining instructions.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved, to encourage acceptance and integration of any child with special needs.

- Assist him/her with some/all tasks and activities to ensure that they are given every opportunity to access all areas of the curriculum.
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher.
- Assist with the supervision of, and encourage good behaviour amongst pupils, enabling them to develop appropriate personal and social skills.
- Manage safely the teaching space and resources within the school.
- Work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area, keeping pupils on task.
- Work towards targets identified in Education Health & Care Plans.
- Support the child during outdoor play as appropriate.
- Join in activities to 'model' appropriate responses and to develop independent learning.

Professional Values and Practice

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem.
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils.
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEND pupils)
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.
- Follow guidance from professionals on strategies to use.

General

- Maintain a safe environment for pupils, staff and visitors to the school.
- Supervise pupils off site on school trips and other external visits.
- Provide welfare support for pupils.

Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the teacher.