



## **Job Description**

<b>Job title:</b>	Teaching Assistant
<b>Grade:</b>	3
<b>Location</b>	Pearl Hyde Primary School

### **Job Purpose**

To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **Duties and Responsibilities:**

#### **Supporting Pupils**

- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, medication, first aid and welfare matters, as appropriate
- Deliver pastoral and learning support
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Action Plans / Behaviour Plans / EHCPs
- Establish constructive relationships with pupils, act as a role model, set high expectations and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Support pupils consistently whilst recognising and responding to their individual needs
- Set challenging expectations; motivate, promote self-esteem and independence to encourage them to achieve
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Support individuals / groups of children and take responsibility for their learning

#### **Supporting Teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed and as appropriate

**Date reviewed:**      **January 2023**

- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc
- Promote good pupil behaviour, be proactive in dealing with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents / carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Work with the class teacher to complete administration tasks including preparing displays
- With guidance from the class teacher / line manager, input pupil data and assessment information

### **Supporting the Curriculum**

- Undertake structured and agreed learning activities / teaching programmes, with support, adjusting activities according to pupil responses
- Undertake programmes linked to curriculum
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment / resources to meet the lesson plans / relevant learning activity and assist pupils in their use

### **Supporting the School**

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, as advised, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learning and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist in the general care of the school environment
- Assist with the supervision of pupils out of lesson times, including break and lunchtimes, and in the dining hall or playground as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Within an agreed system of supervision, to facilitate learning during short periods of teacher absence for planned meetings
- Undertake all such duties as are reasonable and appropriate to the nature of the post as determined by the Headteacher and commensurate of the grade

*NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary / status / hours and will be subject to discussion, in accordance with the guidance note on contractual changes.*