

Job Description: Teaching Assistant

Job Title: Teaching Assistant

Salary: Grade 3

Hours/week: 35 hours per week

Job Purpose:



To support the classroom teachers with their responsibility for the development and education process by providing care and supervision to children / young people, by utilising a good standard of practical knowledge and skills.

Duties:

The Teaching Assistant will:

- Work collaboratively with the teaching staff in order to aid access to the curriculum, support the IEP, Behaviour Plan & programmes designed for individuals or groups of children.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals
- Use specialist skills and activities to foster, supervise or support intellectual and social and emotional development of individual or groups of children
- Support teaching activities and provide support for specific curriculum areas
- Assist with supervision of pupils outside of lesson time i.e. lunchtime / unstructured times to develop social learning opportunities
- Promote pupil independence and self esteem both in learning and social skills, reinforcing via praise and encouragement and setting challenging, demanding expectations

- Undertake supervision and discipline of pupils within the procedures of the school, providing detailed and regular feedback as appropriate
- Ensure pupils are able to safely use equipment / materials provided
- Prepare and organise teaching resources including use of ICT, checking and maintenance of Service equipment and materials.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Attend ERP and whole school meetings as necessary
- Participate in personal and professional development activities and attend training relevant to ASD & TA posts to meet changing demands of the post
- And such other duties as are within the scope and the spirit of the job purpose, the title of the post and it's grading.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.