

Job Description Teaching Assistant



Responsible to:

Headteacher, Deputy Headteacher and Lead Teaching Assistant

Purpose of the Role:

With the use of specialist skills, to work collaboratively with the class teacher and support staff to deliver an exceptional and inclusive environment for the development and education of children, including those with special physical, emotional and educational needs.

Key Responsibilities

Classroom Support:

- Supervise and provide targeted support to individuals or small groups of students in line with the teacher's guidance, facilitating their physical and emotional development.
- Assist with the lesson, activity or work programme planning, delivery and evaluation for individuals and groups of children.
- Adapt teaching materials to meet the educational, physical and emotional needs of diverse learners. Ensuring that you are familiar with planning before lessons begin.
- Support the implementation of strategies to manage pupil behaviour and help manage pupil behaviour. Reporting uncharacteristic behaviour patterns.
- Active involvement in day-to-day management of the learning environment, including responsibility for the care and preparation of teaching aids, equipment, materials, displays and differentiated resources.
- Support and use IT in learning activities & develop pupils' competence and independence in using IT.

Assessment and Progress Tracking:

- Monitor, assess and report pupils' progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate
- Support the recording and tracking of pupil achievements and areas for improvement.

Support for Pupils:

- Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.
- Help pupils to develop communication skills.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Assist in the personal, social, emotional development of pupils and development of independence and self-esteem.
- Assist with the development and implementation of Individual Provision Maps and EHCPs.
- Assist with pupil supervision on off – site Educational Visits, under overall guidance of the teacher.
- Monitor and provide for general care, safety and welfare of pupils, including tasks connected with their social inclusion and personal/physical care.
- Provide welfare support to children, including first aid duties (training will be provided).

Communication:

- Maintain effective communication with teachers, parents/carers, staff members and stakeholders.
- Report any concerns or notable observations regarding student well-being, progress and achievement via safeguarding logs or in person, where appropriate.

Safeguarding

- To uphold the school's commitment to safeguarding and promoting the welfare of children and maintaining a strong culture of vigilance
- Report any concerns or notable observations regarding student well-being, progress and achievement via safeguarding logs or in person, where appropriate.

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Other:

- To adhere to all policies & procedures, including Code of Conduct and Behaviour policies.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post, as the Headteacher may require.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

Confidentiality:

Demonstrate commitment and loyalty to the school and to have a high expectation of children's learning. You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.