



The Federation of Tibberton and Hindlip CE First Schools



JOB DESCRIPTION

Job Title:	Teaching Assistant
Grade:	TA2
Contract Type:	Maternity cover Full Time
Reporting To:	Head of School
Responsible For:	Pupils under their care

Main Purposes of Role: To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to children, by utilising a good standard of practical knowledge and skills, including:

- To work with pupils with SEND so that their specific individual needs and targets are supported, to allow them to engage both socially and academically in school life
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- To support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Duties and responsibilities

Supporting the pupils

- Assisting the pupils to access the routines of the classroom
- To assist pupils, including those with special needs, in making progress across all subject areas and encourage their independence as learners
- Working with pupils on an individual or group basis as required by the class teacher
- Assist in offsite visits
- Ensure pupils understand instructions
- Motivate and encourage pupils to behave well in and around school
- Assist the teacher in developing a supportive and trusting relationship with other adults and children
- Promote and reinforce pupil self-esteem through praise and encouragement
- Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher
- Meet the physical and/ or hygiene needs of pupils as required
- Act as support worker for children with emotional and behavioral difficulties
- Support children to access successful breaks or lunchtimes
- Greet/Assist the pupil(s) on arrival and departure to/from school daily
- Liaise with parent/carers
- Assisting with the supervision of the children within school
- Supervise the class, under the direction of the class teacher when appropriate

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure an effective and safe learning environment

- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and share observations with the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Plan how they will support the inclusion of pupils in the learning activities

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To take part in training and attend training sessions in proportion to contracted hours

Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies to promote the safeguarding of all pupils in the school
- To follow school policies and the staff code of conduct

Contacts

In all contacts the postholder will be required to present a good image of the School and the County Council, as well as maintaining constructive relationships. They will uphold the Christian Values and Ethos of the School.

Please note, this is job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the teacher or headteacher. The current main duties and responsibilities of this post are outlined in this job description. The list is not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.