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**Teaching Assistant**

**Pay level: Scale 3, point 6**

**Hours of work: 31.5hrs per week – Mon 8.30am – 3.30pm, Tues-Fri 8.45am – 3.30pm**

**Person Responsible to: Headteacher**

**Purpose of Job**

To work under the instruction/guidance of teaching/senior staff, 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.

To provide for the social and welfare needs of the pupils within the school.

**MAIN DUTIES AND RESPONSIBILITIES**

**Support for Pupils**

* Supervise and provide particular support for pupils, including those with additional and/or special needs, ensuring their safety and access to learning activities;
* Supervise individual/small groups and larger groups (including whole class) during school day as and when necessary;
* Establish constructive relationships with pupils and interact with them according to individual needs, acting as a role model and setting high expectations;
* Promote the inclusion and acceptance of all pupils;
* Encourage pupils to interact with others and engage in activities led by the teacher;
* Set challenging and demanding expectations and promote self-esteem and independence;
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher;
* Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters;
* Understand Individual Education/Behaviour Support Plans and assist to implement these under the guidance of the teacher;
* Promote independent learning for pupils.

**Support for the Teacher**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work;
* Use strategies, under the direction of the teacher, to support pupils to achieve learning goals;
* Discuss with the teacher how learning activities are to be organised and what their support role will be;
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed;
* Provide regular feedback to teachers on pupils achievement, progress, problems as directed;
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
* Support invigilation of exams
* Support the routine marking of pupils’ work during class time
* Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, administer coursework etc.;
* Undertake pupil record keeping as requested;
* Work within an established behaviour and anti-bullying policy to manage behaviour positively.

**Support for the Curriculum**

* Support pupils to understand instructions;
* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
* Support pupils learning either individually or in small groups inside or outside the classroom as directed by the teacher / senior member of staff;
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**Support for the School**

* Be aware of and comply with all policies and procedures;
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
* Contribute to the overall ethos/work/aims of the school;
* Appreciate and support the role of other professionals;
* Attend relevant meetings as required;
* Participate in training and other learning activities and performance development as required;
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes *(e.g. during soft start at the beginning of the school day and dismissing children at the end of the school day)*
* Accompany teaching staff and pupils on visits, trips and out of school activities as required;
* Set up and maintain and dismantle displays.

**Midday Meals Supervision**

* Supervise pupils at playtime and lunchtime, talking to them and playing with them as appropriate;
* Supervise pupils while they are eating their lunch;
* Take responsibility for the health and safety of pupils during playtime and lunchtime;
* Help pupils to develop positive relationships with one another;
* Take responsibility to ensure that pupils behave well at all times, in line with school policy and procedures;
* Organise wet play activities as required.

**Requirements**

Qualifications:

* Level 2 (or equivalent) qualification in English and Maths or a commitment to undertake this training within the first year of employment
* Good Oracy skills
* Cache Level 2 for Teaching Assistants or equivalent qualifications or experience
* First Aid training or commitment to undertake this training prior to employment
* Participation in development and training opportunities including (but not limited to) first aid training, safeguarding training, positive handling.

Skills, Knowledge and Abilities

* Effective use of Computing to support learning
* Active use of school ICT systems
* Use of other equipment/technology including but not limited to use of emails, photocopier, laminator etc.
* Understanding of relevant policies/codes of practice and awareness of relevant legislation
* General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
* Basic understanding of child development and learning
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

EXPERIENCE

* Working with or caring for children of relevant age.