FOREST EDGE FEDERATION

JOB DESCRIPTION

POST: Teaching Assistant – Grade 5

SCHOOL: Woolaston Primary School

RESPONSIBLE TO: Responsible and accountable to the Class Teacher initially and the Executive Headteacher for all duties, responsibilities and tasks.

JOB PURPOSE:

To work under the instruction/guidance of teaching 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. To deliver interventions across the school as directed by the class teacher or phase leader.

MAIN DUTIES & RESPONSIBILITIES:

Support for pupils

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2. To deliver interventions following the school's teaching and learning approach.
3. Assist with the development and implementation of Health and Education Plans and Pastoral Support Plans.
4. Establish constructive relationships with pupils and interact with them according to individual needs
5. Promote the inclusion and acceptance of all pupils
6. Encourage pupils to interact with others and engage in activities led by the teacher
7. Set challenging and demanding expectations and promote self-esteem and independence.
8. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher in line with our Marking and Feedback Policy.

Support for teachers

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
2. Use strategies, in liaison with the teacher, to support pupils to achieve EHCP outcomes.
3. Assist with the planning of learning activities
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
5. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
6. 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
7. Establish constructive responsibilities with parents/carers

Support for the Curriculum

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
2. Provide ideas and suggestions to teachers to support children to develop their knowledge.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. 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

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/values of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times eg. playtimes, lunchtimes
8. 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.
9. Adopt confidentiality at all times.

The job description may be reviewed at any time after consultation with you.

Signed: ..... Date: .....