

Teaching Assistant Job Description 1 to 1 Grade 4 to 5 (depending on experience)

Job Purpose:

- To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.
- To be involved in the planning, development and delivery of intervention strategies.
- To assist in the maintenance of pupil records.
- To provide support and assistance for pupil's pastoral needs.
- To promote the school's ethos and values.

Duties and Responsibilities:

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
- Providing additional nurture to individuals when requested by the class teacher or SENCO
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To mark pupils' work under the direction of the class teacher
- To support the pupil in developing social skills both in and out of the Classroom
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development

- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- Where appropriate, to know and apply positive handling techniques
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To contribute towards reviews of the pupil's progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
- To accompany teacher and pupils on educational visits
- To provide individual support, as required, during examination sessions
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
- Work with other professionals, such as speech therapists and occupational therapists and liaise with parents/carers as necessary.
- Work as part of the whole school team to ensure the best outcomes for all pupils.
- Assist and attend with seasonal events e.g. parent's evenings, concerts etc.
- Attend appropriate staff training and meetings.
- Be aware of own professional development.
- Report any concerns regarding the pupil's welfare or education as per school policies and procedures.
- Be aware of suspected or actual cases of child abuse, referring such matters to the school's safeguarding lead for further action.
- Be proactive in matters relating to health and safety.

Contractual hours:

All teaching assistants are subject to term time Gloucestershire County Council contract and are paid for 39 weeks per year which includes INSET days.

Daily hours are dependent upon contract.

Supervision received:

Head teacher, Deputy head teacher, SENDCo, Pastoral Manager and class teacher.

Principle contacts:

SLT, School staff, pupils, parents, visitors to school and therapists.

Special conditions:

This job description sets out the main duties of the post at the date of writing. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.