

Job details

Job title:	Teaching Assistant
Grade:	Level 2
Location of work:	Grosvenor Road Primary School
Directly responsible to:	Headteacher
Directly responsible for:	Supporting class teacher
Hours of duty:	30.40 hrs
Primary purpose of the job:	Supporting teaching and learning and support of child with a statement of Special Educational Needs
Post ref no:	

Main duties and responsibilities/accountabilities

Support for the teacher

1. Assisting with display work and creating and maintaining a purposeful, orderly and supportive environment.
2. Assist with the planning of learning activities and supporting pupils to achieve learning outcomes
3. Monitor the response of pupils to learning activities and record achievements/ progress as directed
4. Preparing and maintaining general and specialist equipment and resources and assisting pupils in their use
5. Provide detailed and regular feedback to teachers on pupils achievements, progress, problems etc
6. Promote good pupil behaviour, dealing with incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
7. Undertake routine marking of pupils work
8. Establish positive relationships with parents/carers
9. To be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils responses to learning activities through observation of achievement against pre determined learning objectives
10. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses and needs
11. Administer routine tests and invigilate exams, and accurately record achievement and progress

Support for the pupils

1. Encourage pupils to interact and work co-operatively with others and engage all pupils in

activities. Promote independence and employ strategies to recognise and reward achievement

2. Supervise and provide particular support for pupils, including those with SEN, ensuring their safety and access to learning activities
3. Assist with the development and implementation of individual Education/Behaviour Plans
4. Establish constructive relationships with pupils and interact with them according to individual needs
5. Promote inclusion and acceptance of all pupils
6. Encourage pupils to interact with others and engage with 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 achievements under guidance of the teacher

Support for the curriculum

1. Undertake structured and agreed learning activities and teaching programmes
2. Undertake programmes linked to learning strategies e.g. Primary strategy
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/learning activity and assess pupils in their use

General Tasks

1. Be aware and comply with policies and procedures relating to safeguarding children, health. Safety and security, confidentiality and data protection
2. Contribute to the overall ethos and work of the school
3. Attend and participate in relevant meetings as required
4. Assist in meeting the physical care needs of pupils as required including First Aid
5. To provide clerical/admin support (photocopying, typing, filing, money collecting etc)

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

To undertake any other such duties that are reasonably commensurate with the level of this post

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Prepared by: Mr Pridden

Agreed job description signed by holder: