

Job Title: Teaching Assistant

Scale point B1 4-6

Responsible to: Head Teacher

Employee Supervision: None

Duties and Responsibilities:

Support for Pupils

1. Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. To supervise and support pupils ensuring their safety and access to learning.
3. Establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. To develop pupils' readiness to learn through encouraging pupils to interact with others and engage in adult-led activities.
6. Encourage pupils to become as independent as possible.
7. Support pupils in accessing learning activities as directed by the teacher.
8. To understand and support the varying needs of the pupils
9. To support the physical, sensory, communication and learning needs of the pupils

Support for the Teacher

10. Prepare the classroom as directed for lessons, clear away afterwards and assist with the display of pupils' work.
11. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
12. To undertake pupil record keeping as requested and other basic record keeping.
- 13 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- 14 Gather/report information from/to parents/carers as directed.

15. Provide clerical/administrative support e.g. photocopying, typing, filing, collecting/recording money
16. Ensure the maintenance of a clean and orderly working environment.
17. Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
18. Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.

Support for the Curriculum

19. Support pupils to understand instructions.
20. Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, EYFS, Post-16 as directed by the teacher.
21. Support pupils in using basic ICT as directed.
22. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
Monitor and arrange orderly and secure storage of supplies.
23. Operation of everyday equipment in accordance with instructions.
24. Maintenance of everyday equipment, check for quality/safety.
25. Undertake simple repairs and report other damages.

Support for the School

26. 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.
27. Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
28. Contribute to the overall ethos/work/aims of the school.
29. Appreciate and support the role of other professionals.
30. Attend relevant meetings as required.
31. Participate in training and other learning activities and performance development as required.
32. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extracurricular activities.
33. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

General

34. To develop and promote high standards throughout the Wellspring I Learning Community.
35. To attend an induction programme as set out by school in order to have the foundations to complete the role.
36. To commit to a programme of CPD as deemed appropriate by the school.
37. To undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal.
38. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures.
39. Ensure equality of opportunity is afforded to all persons, both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Date Job Description Revised: June 2021