**Job Description**

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| **Job title** | Teaching Assistant |
| **Reports to** | Class Teacher |
| **Grade** | Level 2 |
| **Hours** | Various |

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| **Job Purpose** |
| Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils. |

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| **Principal Accountabilities** |
| 1. **Support for children**  * In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups. * Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed. * Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks. * Provide learning support to children with significant care needs, or where English is not their first language. * Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed. * Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.   **2. Support for the curriculum**   * Support the school curriculum, including literacy and numeracy activities. * Suggest areas where ICT might be used to enrich pupil learning * Provide targeted support to enhance learning and improve attainment  1. **Support for the teacher**  * Assist in maintaining class records and contribute to reports on pupil progress and development as directed. * Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs. * Contribute to the planning and evaluation of work programmes for individual pupils and groups. * Organise the learning environment and develop classroom resources as required. * Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays. * Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.  1. **Support for the school**  * Develop and maintain effective working relationships with other staff and parents or carers.   + Contribute to the maintenance of a safe and healthy environment.   + Attend and actively participate in staff meetings.   + Participate in and support the professional development of other teaching assistants as required.   + Assist in facilitating school events, e.g. school plays, events.   **5. Health and Safety Responsibilities**  All employees will ensure that they;   * Take care of their own safety and that of others. * Ensure that products, plant, equipment, vehicles and buildings are not damaged. * Comply with health and safety procedures and instructions. * Will not neglect, misuse, damage anything provided in the interest of health and safety. * Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken. * Undergo any training or instruction to enable them to work competently and safely.  1. **Other Duties**   To undertake additional duties as required, commensurate with the level of the job. |