**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. |