

Job Description - Teaching Assistant

Abbots Ripton C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We also expect that all staff will follow guidance on reporting concerns with regards to safeguarding.

Main Purpose of the Job

To work under the guidance of the teaching staff to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Contribute to raising standards of achievement for all pupils.

To help maintain a safe, happy, stimulating learning environment for our pupils by carrying out related practical and administrative tasks as directed by teaching staff.

To work with small groups or individual children on specific interventions to raise attainment and progress.

Main Duties and Responsibilities

Support for Children

- TAs are responsible for familiarising themselves with planning prior to the start of lessons.
- In conjunction with the classroom teacher, adapt lessons and resources to meet the needs of individual children.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with pupils at all times to ensure that they understand and can achieve the tasks to the best of their ability.
- Provide learning support to children with significant needs.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Lead and run specific interventions with small groups or 1:1 in order to raise attainment and progress. Keep clear records of the work undertaken in these interventions and report to class teachers and parents effectively.

Support for the Curriculum

- Support the school curriculum.
- Suggest areas where ICT might be used to enrich pupil learning.
- Provide targeted support to enhance participation, learning and improve attainment.

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 APDRs 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 etc.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

Other

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Participate in professional development.

Principles of Professional Practice

All staff, governors and volunteers as appropriate to the role and/or job description of the individual, must:

- Place the well-being and learning of pupils at the centre of their professional practice.
- Have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- Treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- Model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- Respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- Seek to work in partnership with parents and carers, respecting their views and promoting understanding and cooperation to support the young person's learning and wellbeing in and out of school.
- Reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.

Responsible To

Teaching Assistants are directly responsible to the Headteacher but are line managed by the Assistant Headteacher.

This job description may be amended at any time after discussion with you and will be discussed as part of the annual performance management and target setting process.