

## **Smith's Wood Primary Academy Job Description**

**TITLE OF POST:** Teaching Assistant

**RESPONSIBLE TO:** Principal and Senior Leaders.

### **JOB PURPOSE**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This includes assisting the teacher in the whole planning/teaching/assessment cycle and the management and preparation of resources.

### **DUTIES AND RESPONSIBILITIES**

#### **Support for Pupils**

- To use (curricular/learning) skills, training and experience to support pupils' learning.
- To establish positive and productive working relationships with pupils, acting as a role model and setting high expectations.
- To assist with the development, monitoring, recording and evaluation of pupil targets (including Individual Education Plan targets).
- To promote the inclusion and emotional well-being of all pupils within the school environment.
- To support pupils consistently and calmly – both inside and outside the classroom – whilst recognising and responding to their individual needs.
- Where necessary, to help pupils with toileting, cleaning and dressing, paying particular attention to hygiene.
- To enable pupils to develop the skills to interact positively, to work co-operatively with others and to engage all pupils in learning.
- To promote independence.
- To provide feedback to pupils in relation to progress and achievement and to recognise and reward these.
- To apply a range of strategies to assess pupils' progress and scaffold next steps in learning.
- To have a day-to-day commitment to the safeguarding of children.

#### **Support for the Teacher**

- To work with the teacher to organise and manage an appropriate learning environment, including the production of resources and the formulation of displays.
- To work with the teacher in lesson planning, evaluating and adjusting lessons and work plans as appropriate.
- When requested, to monitor, record and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.

- To provide objective and accurate feedback as required on pupil achievement and progress, ensuring the availability of appropriate evidence.
- To monitor and record pupils' progress in line with school policy and practice.
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
- To support the role of parents in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress and achievement

### **Support for the Curriculum**

- To implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses and needs
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- To take an active role in supporting pupils to develop skills in managing and expressing their emotions appropriately within school based behaviour management systems, resources and strategies

### **Support for the School**

- To be aware of, comply with and assist with the development of policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Set a good example in terms of dress, punctuality and attendance.
- To be aware of and promote pupils' respect for diversity and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos, work and aims of the school
- To recognise own strengths and areas of expertise and use these to advise and support others
- To supervise pupils on visits, trips and out of school activities as required.

To respond to any other reasonable request made by the class teacher or senior leader in a prompt and positive manner.

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