

## JOB DESCRIPTION

<b>JOB TITLE</b>	Teaching Assistant
<b>LOCATION</b>	Blackthorns Community Primary Academy
<b>RESPONSIBLE TO</b>	Principal/Vice Principal
<b>MAIN PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"> <li>• To support the Class Teacher;</li> <li>• To be responsible for the children in their care;</li> <li>• To lead and support children in their learning;</li> <li>• To use sound knowledge and understanding of numeracy and literacy in helping children in their learning.</li> </ul>
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
1	<p>Support for Pupils;</p> <ul style="list-style-type: none"> <li>• Work under the direction of the class teacher.</li> <li>• Supervise the activities of groups of children within the classroom.</li> <li>• Under the instruction/ guidance of a teacher support pupils with learning difficulties. Under the instruction/guidance of a teacher support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.</li> <li>• Under the instruction/guidance of a teacher /external agency worker support pupils with communication and interaction difficulties.</li> <li>• Assist pupils in the use of resources including IT.</li> <li>• Maintain pupils' interests and motivation.</li> <li>• Support individuals and group work assigned by the teacher in raising core skills.</li> <li>• Support individual education plans.</li> <li>• To be aware of pupils' problems, achievements, progress and report to the teacher as agreed.</li> <li>• Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.</li> <li>• Establish a constructive relationship with pupils and interact with them according to individual needs.</li> <li>• Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.</li> </ul>

2	<p>Support for Teacher/School;</p> <ul style="list-style-type: none"> <li>• Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.</li> <li>• Making a contribution to organising effective learning environments and maintaining appropriate records.</li> <li>• Design and produce displays with minimal supervision.</li> <li>• Contribute information to pupil records (e.g. assessment information).</li> <li>• Work with parents to enhance pupils' learning.</li> <li>• Liaise with parents as appropriate.</li> <li>• Monitor pupils responses to learning activities and record achievement/progress as directed.</li> <li>• Provide regular feedback to teachers on pupil achievement, progress and problems.</li> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.</li> <li>• Establish constructive relationships with parents/carers.</li> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection and reporting all concerns to the appropriate person.</li> <li>• Contribute to the overall ethos /work/aims of the team and school.</li> <li>• Participate in training, other learning activities and performance development as required.</li> <li>• Attend and participate in relevant meetings as required.</li> </ul>
3	To participate in professional development and performance management activities as required by the Trust.
4	To undertake other reasonable duties as directed by your supervisor / manager.
5	To carry out all activities in line with the Trust's policies including but not limited to Health and Safety and Equal Opportunities.
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	