



# FENISCOWLES PRIMARY SCHOOL

*'STRIVING FOR EXCELLENCE'*



# TEACHING ASSISTANT

JOB DESCRIPTION

**Job Title:** Teaching and Learning Assistant

**Job Role:** Teaching and Learning Support

**Level of Duties:** Level 2

**Grade:** Grade C SCP 3 - 5

**Reporting to:** The Head Teacher

### **Job Purpose**

1. To work with and supervise children, under the direction / supervision of teaching / senior staff both in and out of school hours to enrich curriculum learning.
2. To undertake work, care or support programmes, to enable access to learning for all pupils.
3. To assist the teacher in the management of pupils and the classroom.

### **Support to Pupils**

1. Establish good working relationships with pupils acting as a role model and being aware of and responding appropriately to individual needs.
2. To ensure that all pupils have equal access to opportunities to learn and develop, providing support to ensure individual children are able to access the curriculum.
3. To provide support to pupils, as necessary in the classroom setting, and as directed as by the classroom teacher.
4. To assist with the development and implementation of IEPs, EHCPs and personal care programmes.
5. To promote self-esteem and independence amongst pupils.
6. To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
7. To provide feedback to pupils on their progress and achievement under the guidance of a teacher.
8. To support pupil's access and implement differentiated learning activities.
9. To focus a pupil to engage with a learning task.
10. To provide intimate care for individual children.

## **Support for Teachers**

1. To promote good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy.
2. To support constructive relationships with parents and carers..
3. To assist the teacher with planning the curriculum through sharing observations about the children's development and by contributing ideas for topics and activities.
4. To support the teacher by contributing to the delivery of local and national learning strategies e.g. literacy, numeracy, early years, and recording achievement, progress and feeding back to the teacher.
5. To report pupil achievement, progress and issues in agreed format.
6. To be responsible for keeping and updating records as agreed with the teacher.
7. To collate pupil records in liaison with the teacher, inputting data as required.
8. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
9. To mount and display pupils' work in consultation with the teacher.
10. To prepare, maintain and use equipment / resources required to meet the lesson plans / learning activity and assist pupils in their use.
11. To provide minimal clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries, production of work sheets for agreed activities.

## **Support for the School**

1. To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
2. To contribute to the overall work and ethos of the school.
3. To work as part of a team and support the role of other people in the team.
4. To attend and participate in meetings as required.
5. To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to support others.
6. To assist with the supervision of pupils out of lesson time.

7. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

**Please note:**

This document forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.

As a general term of employment, the School may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the School's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the School reserves the right to vary your hours of work and require you to work outside the range of your 'typical working arrangements' specified in your Statement of Particulars. The School reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.