



BENTLEY & COPDOCK TEACHING ASSISTANT JOB DESCRIPTION

JOB FAMILY: Teaching Assistant

LEVEL: B

GRADE: Grade 3 (pt4-6)

LEVEL DESCRIPTION

General Conditions:

This job description lies within the framework of the local authority conditions of service. It will be subject to annual review and may after negotiation and consultation be changed according to the needs of the school.

The teacher plans lessons and directs learning. Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

There will be some need to interpret information or situations and to solve varied problems using initiative. More complex problems will be referred to the class teacher or line manager.

There is no requirement to supervise others, but may demonstrate tasks to new colleagues or give advice and guidance to others when required.

The post holder will be expected to have some expertise/specialism in working with pupils in KS2 and a sound understanding of phonic development.

The post holder will report to the Class Teacher / Deputy Head.

DUTIES AT THIS LEVEL

Support for pupils

- Undertake a range of specialised tasks to support learning e.g. supporting English and Maths work, listening to reading, supporting acquisition of phonic skills, implementing and reviewing IEP targets and support programmes.
- Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs.
- As appropriate, look after sick/upset pupils and, where appropriate, attend to physical needs of identified pupils including intimate care and handling according to any intimate care plan.
- Undertake first aid as required

- Liaise and communicate effectively with the class teacher and SENDco to support learning progress
- Keep written records of pupils' learning as required
- Show initiative to carry out self-initiated tasks to improve learning

Support for the teacher

- Provide support for the teacher during lessons, e.g. through directed work within the curriculum or supervising groups of pupils.
- Plan and deliver daily activities for small groups of children under the direction and support of the class teacher.
- Maintain records of pupil needs and assessments to inform teachers of pupil progress, ie IEPs and progress towards targets set;
- Assist teaching staff to ensure that the aims and objectives of the school are achieved and that behaviour is of a high standard.

Support for the curriculum

- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum including performances.
- Have an awareness and understanding of phonic / spelling development and the wider KS2 national curriculum, and how to implement this alongside the teacher.
- Support implementation of Government initiatives under the direction of the teacher.

Support for school

- Attend and contribute to appropriate review meetings
- Attend and contribute to appropriate staff meetings and training as part of a programme for CPD, reflecting on own needs and the needs of the school.
- Follow all school policies and procedures
- Be mindful of personal work life balance and well being, communicating any concerns to the Senior Leadership Team
- Be an advocate for the school in the local and wider community

The duties and responsibilities of any post may change from time to time, and post holders may be expected to be flexible to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility in the post.

SIGNED _____ (TEACHING ASSISTANT)

PRINT NAME _____

DATE _____

SIGNED _____ (DEPUTY HEADTEACHER)