BOOKER HILL PRIMARY SCHOOL & NURSERY

Teaching Assistant Job Description

Key Responsibilities:

To ensure that safeguarding procedures and policies are understood and adhered to and that the emotional and physical welfare of the children is kept of paramount importance.

To pro-actively model the high expectations of the school learning culture and ethos and to adhere to the staff code of conduct at all times.

To support effective learning experiences for all children in the class/group.

Monitor and assess children's learning and support in setting targets for improvement.

1. Fostering the participation of pupils in the social and academic practices of the school

This may entail:

- Change roles according to operational needs of school
- Supervising and assisting small groups of pupils in activities set by teachers (which could include off-site activities)
- Developing pupils' social skills – socially speaking/circle time
- Implementing behaviour management policies
- Spotting early signs related to child protection/safeguarding, bullying and/or disruptive behaviour
- Helping the inclusion of all children – be aware of including children who are beyond groups/classes they work with
- Keeping children on task.
- Supervising children at playtimes and lunchtimes.
- Assisting in maintaining an attractive and purposeful learning environment

2. Enabling pupils to become more independent learners

This may entail:

- Assisting pupils in educational tasks
- Freeing up the teacher to work with groups (by working with a larger number of pupils against plans produced by the teacher)
- Working with outside agencies (e.g. speech therapists, education psychologists) and, under guidance from the teacher, liaising with parents
- Assisting pupils with physical needs (including medical and welfare requirements).

3. Helping to raise standards of achievement for all pupils

This may entail:

- Working at a whole class level with the teacher (by engaging with the teacher over the aims, content, strategies and intended outcomes for a lesson)
- Engaging with teaching plans
- Supporting and working with the teacher in testing and assessment activities
- Helping to develop and implement lesson plans and teaching materials
- Reviewing progress of pupils against specific learning programmes (e.g. support plans for pupil with special needs)
- Enabling the teacher to undertake a more advanced range of learning activities
- Providing support for the delivery of the curriculum (e.g. Literacy and Numeracy strategies by taking responsibility for teaching groups, under the direction and guidance of the teacher, on reading, writing and mathematical techniques)
- Providing feedback to teachers (e.g. child's response to a task, identifying learning obstacles, effectiveness of classroom processes and organisation)
- Preparing classroom materials (e.g. preparing worksheets, books, setting up equipment)
- Monitoring and recording progress of pupils (including, in conjunction with the teacher, undertaking assessments)
- Take responsibility and initiative for training and if necessary, in own time.
- Attend planning/ review and staff meetings

ACCOUNTABLE TO: Headteacher

JOB CONTEXT: This job profile recognises the requirements of the current Pay and Conditions Document, DFE conditions of employment and reflects the vision, aims, School Strategic Plan and policies of this school.