



POST TITLE: TEACHING ASSISTANT (LEVEL 4)

GRADE: F

REPORTS TO: Deputy Headteacher

RESPONSIBLE FOR: The Teaching of BasicSkills and the Provision of Quality PPA Time

MAIN PURPOSE

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve, planning preparing and delivering learning activities to individuals/groups or short term to whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. Responsible for the management and development and delivery of a specialist area within the school and/or management of other teaching assistants including the allocation and monitoring of work, appraisal and training.

JOB PROFILE

SUPPORT FOR THE PUPIL

- Promote inclusion and acceptance of all pupils
- Provide consistent support to all pupils, responding appropriately to individual pupil needs.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.

(In conjunction with the teacher)

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil learning.
- Establish productive working relationships with all pupils, acting as a role model and setting high expectations.
- Develop and implement individual learning plans.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER

- Production of lesson plans, worksheets, learning objectives etc within agreed system of supervision.
- Assist with the display of children's work
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- *Be responsible for keeping and updating records in agreed format with the teacher,*
- Administer and assess/mark tests and accurately record achievement/progress and invigilate exams/tests.
- Establish a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy.
- Support the role of parents in pupil's learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities/programmes, adjusting activities according to pupil learning styles and individual needs within agreed system of supervision.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Use ICT effectively in learning activities and develop pupils' competence and independence in its use.



- Assist pupils to access learning activities through specialist support e.g., curriculum/SEN specialism
- Select and prepare required resources to lead learning activities, taking account of pupil's interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

SUPPORT FOR THE SCHOOL

- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop appropriate multi-agency approaches.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required
- Establish own best practice and lead specialist area and use to support others.
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend in school activities.

LINE MANAGEMENT RESPONSIBILITIES

- Manage a team of teaching assistants, inclusive of central liaison point and deployment of resources.
- Ensure effective team communication, teaching assistant induction, development and appraisal.
- Contribute to the school senior management team.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.