



BEDFORD PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE: TEACHING ASSISTANT (LEVEL 3)

JOB PURPOSE

To fulfil the professional standards for teaching assistants (published in June 2016)

<http://maximisingtas.co.uk/assets/content/ta-standards-final-june2016-1.pdf>

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task, responding to questions and assisting pupils to undertake set activities.

MAIN DUTIES

As a professional member of staff, have proper and professional regard for the ethos, policies and practices of Bedford Primary School

Support for the Pupil

Establish good working relationships with all pupils, acting as a role model by demonstrating and setting high expectations of behaviour and engagement by:

- Promoting independence, confidence, self-esteem and a 'have a go' attitude in all pupils.
- Providing consistent support to all pupils and responding appropriately to individual pupil needs
- Assisting with the development and implementation of Individual Education Plans
- Promoting inclusion and acceptance of all pupils
- Encouraging and motivating pupils to interact with others and engage in activities led by the teacher
- Providing feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Using specialist (curricular/learning) skills/training/experience to support pupils
- Supporting pupils with personal care and medical needs, e.g. toileting/nappy changing.

Support for the Curriculum

Ensure the best possible outcomes for all pupils across the curriculum by:

- Being aware of and supporting difference by ensuring all pupils have equal access to opportunities to learn and develop
- Supporting the delivery of agreed learning activities/learning programmes and adjusting activities according to pupil learning styles and individual needs.
- Ensuring the ongoing use of TA intervention sheets to record and share progress of pupils with teachers (sharing concerns or under-attainment or concerns with teaching staff in a timely manner)
- Supporting the delivery of literacy/numeracy programmes and effectively utilising all alternative learning opportunities to support extended development
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Assisting pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism
- Determining the need for, prepare and maintain general and specialist equipment and resources

Support for the Teacher

Under the supervision of the teacher, maintain a safe, stimulating, organised and effective teaching and learning environment for all pupils by:

- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision
- Providing clerical/administration support (e.g. photocopying, typing).
- Assisting with the display of children's work
- Contributing to lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Being responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested (**e.g. TA intervention sheets**)
- Administering routine primary tests and accurately recording achievement/progress

Support for the School

Contribute to the school values, ethos, aims and development by:

- Being aware of and complying with school policies and procedures relating to our staff code of conduct, child protection, whistle-blowing, social media, health, safety and security, confidentiality and data protection. (Report all concerns to the appropriate person as named in the relevant policy concerned).
- Establishing own best practice as a key professional within school
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships right across the school community.

- Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Committing to improve own practice through reflection, self-evaluation and continued professional development
- Attending and participating in regular meetings as appropriate
- Participating in training and other learning activities as required
- Assisting in the supervision, training and development of classroom support staff
- Assisting with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made when necessary.

The Trust has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies.

NB Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all duties of the job.