

JOB DESCRIPTION TEACHING ASSISTANT

Purpose of Job

To work under the guidance of teaching staff to support our students to make exceptional progress in all aspects of school life. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

General Responsibilities

1. To share in the corporate responsibility for the education, wellbeing and pastoral care of all pupils.
2. To carry out any reasonable instructions given by the Principal or Senior Leadership Team.

Specific Duties

Support for Pupils

1. Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Programmes of Academic and Pastoral Support.
3. Establish constructive relationships with pupils and engage with them purposefully in all aspects of school life.
4. Promote the inclusion of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress, achievement and pastoral care under the guidance of the teacher.

Support for Teacher

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
10. Assist with the planning of learning activities
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
12. Provide detailed and regular feedback to teachers on pupils' achievement, progress and pastoral development.
13. Promote good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility.
14. Establish constructive relationships with parents/carers.
15. Administer routine tests, invigilate exams and undertake routine marking of pupils' work as required.
16. Provide clerical/admin support e.g. photocopying, typing, filing etc.



Support for the Curriculum

17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
18. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
19. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

20. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
22. Contribute to the overall ethos/work/aims of the school.
23. Appreciate and support the role of other professionals.
24. Attend and participate in relevant meetings as required.
25. Participate in training and other learning activities and performance development as required.
26. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime as required.
27. 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 the teacher.

Supervision Arrangements

Carew Academy will determine supervisions arrangements in line with the management structures and needs of the job.

General notes

- (1) Job descriptions are to be reviewed annually.
- (2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.
- (3) Carew Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.