



JOB DESCRIPTION APPENDIX : Teaching Assistants

POST: Teaching Assistant - Level 2 - named child in Y6

HOURS: 10.5

PURPOSE OF JOB:

Support the classroom teacher to facilitate the active participation of a child with a statement of special educational need in the academic and social activities of the school. Contribute to raising standards of achievement for this pupil.

MAIN RESPONSIBILITIES:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of named child.
- Take responsibility for delivering learning activities with named child and small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with named child and parents/carers to ensure they understand and can achieve tasks.
- Encourage and promote inclusion in the classroom, ensuring named child feels involved with tasks and activities and is able to access the curriculum.
- Support child in transition visits, social skills work etc in preparation for transfer to secondary school.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for named child.
- Contribute to the planning and evaluation of work programmes for named child
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.

- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.