

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Teaching Assistant B	
Directorate: Education	Post No:
Section: Classroom Learning Support	Date: 14 May 2014
Responsible to: Class Teacher	

Job Purpose

To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils and 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.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Support for Pupils:

3. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
4. Use specialist (curricular / learning) skills / training / experience to support pupils.
5. Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes.
6. Establish constructive relationships with pupils and interact with them according to individual needs.
7. Promote the inclusion and acceptance of all pupils.
8. Encourage pupils to interact with others and engage in activities led by the teacher.

9. Set challenging and demanding expectations and promote self-esteem and independence.
10. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for Teachers:

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

Support for the Curriculum:

20. Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
21. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
22. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
23. 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:

24. 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.
25. Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
26. Contribute to the overall ethos / work / aims of the school.
27. Appreciate and support the role of other professionals.
28. Attend and participate in relevant meetings as required.
29. Participate in training and other learning activities and performance development as required.
30. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
31. 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.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other

duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.