



Wootton Community Primary School Job Description –Teaching Assistant

Job Title: Teaching Assistant

Scale: Hay scale 3-5

Responsible to: The Headteacher

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. 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. This may supporting and delivering learning activities for individuals / groups and supporting the class teacher to monitor pupils and assessing, recording and reporting on pupils' achievement, progress and development. Staff may also supervise whole classes occasionally during the short-term absence of teachers.

Major Tasks

Promote equality as an integral part of a role and treat everyone with fairness and dignity.

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:

1. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
2. Promote the inclusion and acceptance of all pupils within the classroom.
3. Support pupils consistently whilst recognising and responding to their individual needs.
4. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
5. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
6. Provide feedback to pupils in relation to progress and achievement.

Support for Teachers:

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate.

3. Monitor and evaluate pupil responses to learning activities through observation and planning recording of achievement against pre-determined learning objectives.
4. 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.
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested.
6. Undertake marking of pupils' work and accurately record achievement / progress.
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
8. Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents with, or as directed.
9. Support to administer routine assessments and statutory tests.
10. Provide general clerical / admin support e.g. photocopying/generate resources, support the development of classroom displays and learning environment

Support for the Curriculum:

1. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses / needs.
2. Deliver local and national learning strategies e.g. English, Maths, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
4. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

Support for the School:

1. 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.
2. Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
3. Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
4. Attend and participate in regular meetings and participate in training and other learning activities as required.

5. Recognise own strengths and areas of expertise and use these to advise and support others.
6. Undertake planned supervision of pupils' out of school hours learning activities.
7. 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.