

## Job description: Teaching Assistant including class cover

### Employment details

Job title:	Teaching Assistant – including class cover
Reports to (job title):	Senior Leadership Team
Type of position:	Permanent
Hours of work:	32.5 hours per week. 08:30-15:30 (39 weeks)
Level and scale point:	Grade 6

### Job Purpose

To support the teaching staff and work with the other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school. Also, deputise in the absence of a teacher and conduct whole class lessons within an appropriate system of supervision by a qualified teacher which is not necessarily in the same classroom.

### Areas of responsibility:

MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.</li> </ul>
<ul style="list-style-type: none"> <li>Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.</li> </ul>
<ul style="list-style-type: none"> <li>Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.</li> </ul>
<ul style="list-style-type: none"> <li>Assume Leadership of the whole class as directed by the Teacher, or deliver parts of the lesson whilst the Class Teacher meets the specific needs of an individual or groups within the class.</li> </ul>
<ul style="list-style-type: none"> <li>Deputise in the absence of a teacher and conduct whole class lessons.</li> </ul>
<ul style="list-style-type: none"> <li>Cover the absence of Teaching Assistant colleagues as directed.</li> </ul>
<ul style="list-style-type: none"> <li>Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the School Focus Plan, Behaviour Plans and Personal Care Programmes for a pupil.</li> </ul>

<ul style="list-style-type: none"> <li>• Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being.</li> </ul>
<ul style="list-style-type: none"> <li>• Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.</li> </ul>
<ul style="list-style-type: none"> <li>• Keep records of any pupils involved in interventions delivered, and maintain awareness of targets and current attainment of pupils.</li> </ul>
<ul style="list-style-type: none"> <li>• Attend to the personal and physical needs of pupils so that their well-being is maintained.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.</li> </ul>
<ul style="list-style-type: none"> <li>• Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.</li> </ul>
<ul style="list-style-type: none"> <li>• Attend staff and other meetings and participate in staff training development work and staff reviews as required</li> </ul>

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.