



Job Description – Teaching Assistant

Job Purpose	To support the teacher in the classroom and in preparation for lessons. To support children in their educational and social development. To provide, under the guidance of teaching staff, extra support for pupils with special educational needs and/or disabilities.
Reports To	Head Teacher / Class Teacher
Principal Contacts	Pupils, School Staff, Parents/Carers

Main Duties and Responsibilities

Organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment.

Read and understand lesson plans shared prior to lessons, if available.

Support the class teacher with managing behaviour effectively to ensure a good and safe learning environment.

Use effective behaviour management strategies consistently in line with the school's policy and procedures.

Use ICT skills to advance pupils' learning.

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.

Supervise a class if the teacher is temporarily unavailable.

Undertake any other relevant duties given by the class teacher.

Safeguarding, Confidentiality and Data Protection

Undertake regular safeguarding training as required.

Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's Safeguarding Policy.

Maintain appropriate levels of confidentiality when dealing with stakeholder data and information.

Adhere to the General Data Protection Regulations.

Health and Safety

Promote and insist on safe working practices.

Undertake health and safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy.

Ensure records are properly maintained and updated, eg daily attendance register, accident reports, incident book etc.

Take shared responsibility for the care, maintenance, storage and security of all equipment and resources within school.



Professional Development

Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.

Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role with support from school.

Take part in the school's appraisal procedures.

Personal and Professional Conduct

Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.

Adhere to the school's values and vision, abiding by the agreed policies and procedures to ensure provision is of the highest quality.

Maintain high standards of attendance and punctuality.

Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.

To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.

Working with colleagues and other relevant professionals

Communicate effectively with other staff members and with parents and carers.

Communicate your knowledge and understanding of pupils to other school staff and educational, health and social care professionals, so that informed decision making can take place on intervention and provision.

Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Whole-School Organisation, Strategy and Development

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.

Make a positive contribution to the wider life and ethos of the school.

Note

Avonreach Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. All staff are expected to follow the staff code of conduct. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.

Signed by the Head Teacher:

Date:

Signed by Member of Staff:

Date: