



## Teaching Assistant Job Description

### **Professional Values and Practice**

- respect confidentiality at all times
- support the safeguarding of children in accordance with the school's safeguarding policy
- support all children including those with special educational needs or disabilities or who speak English as an additional language so as to ensure their participation in the full range of activities and experiences.
- recognise and respond effectively to equal opportunity issues, as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies/procedures
- respect the social, cultural, linguistic, religious and cultural backgrounds of all pupils
- build and maintain successful relationships with children, treat them consistently with respect and consideration and be concerned for their development as learners
- show commitment to raising the achievement and outcomes of all children and have high expectations of all pupils
- demonstrate and promote the positive values, attitudes and behaviour expected from pupils with whom you work
- demonstrate commitment to developing own practice including through observation, evaluation, reflection, discussion with colleagues, attending training and appraisal and target setting
- participate in the school's appraisal system
- develop and maintain good working relationships with colleagues
- work collaboratively with colleagues, knowing when to seek help and advice
- Follow the TGFS staff handbook and staff code of conduct.
- Actively work to uphold the values and policies of the school.

### **Knowledge and Understanding**

- have a developing working knowledge of the early years foundation stage or Key Stage 1 curriculum
- become familiar with the age-related expectations of pupils
- Attend INSET or CPD opportunities when appropriate.
- Undertake Health and Safety and Safeguarding related training when directed by the Headteacher or Assistant Headteacher.

### **Teaching and Learning Activities**

- organise and manage safely the learning activities, the physical environment and the resources for which you are given responsibility
- promote and support the development of children's independence
- use a range of strategies to promote positive behaviour in accordance with the school's behaviour policy, contributing to a purposeful learning environment
- promote, support and extend children's learning through questioning, explanation, instruction, exemplification or demonstration
- communicate effectively and sensitively with pupils to support their learning
- use changes in voice and intonation to motivate and interest pupils



## Tylers Green First School

- deliver teaching and learning activities in accordance with the lesson plan or as directed by the class teacher
- Using (given) clearly structured teaching and learning activities, interest and motivate pupils and advance their learning
- ensure you understand the learning objectives, teaching strategies, and intended outcomes for the activities/sessions you are involved in and in the event that you do not then actively seek advice and support
- ensure pupils are listening and attentive before starting sessions
- communicate learning intentions/success criteria (as stated on activity/session plan) clearly to pupils at the start of and during teaching and learning activities
- give constructive support to pupils as they learn, pointing out areas where they are doing well and pointers for improvement
- monitor pupil's responses to learning tasks/activities and modify approach accordingly
- provide pupils with the opportunity to review and reflect on their learning at the end of the session/activity (as stated on plan)

### **Monitoring and Assessment**

- contribute, where appropriate, to the maintaining records of pupil progress
- during session, monitor pupils' participation and progress and provide feedback to teachers relating to the learning objectives of the activity/session
- carry out and record assessments of children as directed by the class teacher, Assistant Headteacher or Headteacher

### **General duties**

- Follow timetabled activities as directed by the Teacher/Assistant Headteacher or Headteacher
- set up indoor/outdoor areas for start of session ensuring all equipment and resources are ready and confirming with colleagues that all areas are set-up and ready
- ensure resources and equipment are tidied away at end of sessions so that areas are ready to be set-up for next session/day
- carry out administrative duties efficiently and effectively as directed by the class teacher/head teacher
- deal with accidents, emergencies and illnesses
- Support pupils who have intimate care needs, or who have had a toileting accident, in accordance with the school's intimate care policy.
- prepare and maintain safe learning environments
- contribute to the planning and evaluation of teaching and learning activities through participation in team meetings
- Attend TA meetings as directed by the Assistant Headteacher

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_