

**St. Michael's C of E Primary School**  
**Teaching Assistant**  
**Job Description**

**Purpose**

Teaching Assistants are employed by the school to work under the instruction and guidance of teaching staff to enable access to learning for pupils, to undertake work, care or support programmes 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.

**Support for pupils**

- Be responsible for supporting the learning of groups or individual children, including those with special needs, ensuring their safety and access to learning.
- Contribute to the development and implementation of Individual Education or Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Support for teachers**

- Be involved in the planning and preparation process for teaching and learning activities.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and record achievement, progress or difficulties as directed.
- Provide regular feedback to the teacher responsible information relating to pupil achievement, progress, difficulties etc.
- Help to create and manage the classroom as a purposeful and orderly environment, contributing to displays which enhance learning and celebrate pupils' work.
- Promote good pupil behaviour, following the school's behaviour policy and encouraging pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer homework

**Support for the curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help with the development, maintenance and use of resources for learning.

### **Support for the school**

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime as required
- Promote good pupil behaviour, following the school's behaviour policy in all areas of the school.
- 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.
- Contribute to the maintenance of high quality display areas around the school.
- Contribute to the management of resources and resource storage areas, helping to maintain them in an orderly, functional fashion.

### **Health and Safety**

- All employees have a duty under the HASAW Act to co-operate with the Council's officers and to assist them so far as is necessary in meeting their delegated responsibilities. In order to achieve this objective all employees should:
  - a) keep themselves informed of the Directorate's health and safety policy, safety procedures, safety action bulletins, newsletters and other health and safety information appropriate to their employment;
  - b) take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions at work, and, where it is in their control, take any appropriate remedial action necessary; and
  - c) report to their immediate supervisor any accident, work related ill-health, dangerous occurrence, unsafe system of work, work practice or damage to equipment, plant or premises as soon as possible after it comes to their notice.
- Co-operate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any "Near-Misses".

- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.