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**Teaching Assistant**

**Job Description**

**Job Purpose**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed programmes of work with individual/groups, in or out of the classroom.

Subject to agreement, staff may also supervise whole classes occasionally in the short-term absence of teachers, with a primary focus of maintaining good order and keeping pupils of task.

**Description of Duties**

1. To have knowledge of a range of learning support needs.
2. To aid the pupils to learn as effectively as possible, both in group situations and individually by, for example, clarifying and explaining instructions, meeting physical needs as required whilst encouraging independence, ensuring the pupils are able to use the equipment and materials provided.
3. To assist the class teacher in devising strategies, drawing up and implementing action plans to overcome behavioural, physical or learning difficulties.
4. In conjunction with the teacher to assist those children with challenging behaviour to learn as effectively as possible, using all appropriate strategies for that child or children.
5. To establish a supportive relationship with pupils and develop/promote self-esteem where appropriate.
6. Under the direction of the teacher to assist in the delivery of the national curriculum within the school by contributing to planning, using support materials to aid learning, and assessing a small target group of pupils in a planned programme of study.
7. To ensure resources are available and suitable for activities including preparing other materials where necessary, incorporating the use of ICT in the learning process, where appropriate.
8. In conjunction with the class teacher (and other professionals as appropriate) to maintain a system of recording pupil’s progress in line with school policy.
9. To participate in curriculum planning, and the evaluation of the support programme.
10. To provide feedback to pupils in relation to progress and achievement.
11. To liaise, advise and consult with other members of the team supporting the teachers when asked to do so.
12. To contribute to written reports and reviews on pupil’s progress, including maintaining records, as appropriate.
13. To maintain confidentiality and respect the privacy of children, parents and staff.
14. To administer first aid for pupils, under the direction, where appropriate training has been provided.
15. To attend relevant in-service training.
16. To be aware of school procedures and comply with these.