



<b>Teaching Assistant JOB DESCRIPTION</b>	
<b>Name</b>	
<b>Accountable to</b>	The Class Teacher and SENCo
<b>Scale</b>	Bexley 5.1 to 5.4
<b>Job Purpose</b>	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups/classes in or out of the classroom.
<b>Responsibilities</b> <i>Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements</i>	<ul style="list-style-type: none"> <li>▪ Work may be carried out in the classroom or outside the main teaching area.</li> <li>▪ To support the class teacher to ensure students' progress academically and socially.</li> <li>▪ To assist the class teacher in assessing and monitoring student progress.</li> </ul>
<b>Areas of Accountability</b>	<ul style="list-style-type: none"> <li>▪ Assist Teachers/Senior TA's in ensuring students' continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.</li> <li>▪ Assist Teachers/Senior TA's in fostering attractive learning environments to ensure that students spend their school life in stimulating surroundings.</li> <li>▪ Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in use.</li> <li>▪ To ensure records and observations are kept so that students received the maximum benefit from their education.</li> <li>▪ Assist Teachers in assessing, monitoring and tracking student progress.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Support students consistently whilst recognising and responding to their individual needs ensuring their safety and encourage students to interact with others and to engage in activities led by the teacher.</li> <li>▪ Set challenging expectations to promote independence and self-esteem providing feedback to students in relation to progress and achievement.</li> <li>▪ Establish constructive relationships with students and interact with them according to individual needs, promoting the inclusion/acceptance of all students.</li> <li>▪ Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist in the display of students' work.</li> <li>▪ Use strategies, in liaison with the teacher, to support students' learning.</li> <li>▪ Act as a role model.</li> <li>▪ Provide regular feedback to the teacher on student achievement, progress, problems etc.</li> <li>▪ Where appropriate to mark student work in order to provide formative feedback and inform further teaching.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</li> <li>▪ To train in positive intervention strategies, carrying out behaviour plans and noting any changes in behavioural patterns.</li> <li>▪ Establish constructive relationships with parents/carers.</li> <li>▪ To carry out medical procedures according to care plans after training and authorisation (eg Asthma, Epilepsy) as appropriate.</li> <li>▪ To carry out all student's personal hygiene requirements as necessary.</li> <li>▪ Provide clerical and administration support for teacher.</li> <li>▪ Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.</li> <li>▪ Support the use of ICT in learning activities and develop students' competence and independence in its use.</li> <li>▪ Demonstrate awareness of the school's educational and behavioural policies for developing students</li> <li>▪ Contribute to the overall ethos/work/aims of the school.</li> <li>▪ Attend and participate in regular meetings, training and other learning activities as required.</li> <li>▪ Assist with educational visits.</li> <li>▪ To be aware of any health and safety and child protection concerns and report them to the appropriate authorities immediately.</li> <li>▪ Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.</li> </ul>		
<b>Review of job description</b>	This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head of School. It may be subject to modification and amendment at any time after consultation with the post holder.		
<b>Signed member of staff</b>		Date	
<b>Signed appraiser</b>		Date	
<b>Approved Head of School</b>		Date	