



NANSTALLON SCHOOL



JOB DESCRIPTION

Job Title: Teaching Assistant

Line Manager: Headteacher

Main Functions: To assist in promoting the learning and personal development of pupils; to enable pupils to make best use of the educational opportunities available to them.

To support pupils to learn as effectively as possible in group situations and independently by, for example:

- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Consistently and effectively implementing agreed behaviour management strategies
- Clarifying and explaining instructions
- Ensuring pupils are able to use equipment and materials provided
- Liaising with class teacher, SENCO and other professionals about assess, plan, do, review plans (APDRs), contributing to the planning and delivery as appropriate
- Providing additional nurture to individuals when requested by the class teacher or SENCO
- Helping to make appropriate resources to support pupils

To establish supportive relationships with pupils;

To promote the acceptance and inclusion of all pupils including those with additional needs (SEND), encouraging pupils to interact with each other in an appropriate and acceptable manner;

Monitor pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes;

To give positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop self-reliance and self-esteem;

To provide regular feedback on pupils' learning and behaviour to the teacher/SENDCO as appropriate, including feedback on the effectiveness of the behaviour strategies adopted;

To support the development of social skills of pupils both in and out of the Classroom;

To support the use of ICT in learning activities and with specific programmes to support learning;



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Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development;

When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance;

To know and apply school policies on Child Protection, Health and Safety, Positive Behaviour, Teaching and Learning, Equal Opportunities etc;

To be aware of confidential issues linked to home/pupil/teacher/school;

To contribute towards reviews of the pupils' progress as appropriate;

To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment;

To take part in training activities offered by the school to further knowledge and skills of how children learn, the effectiveness of the teaching assistant role, supporting additional needs, safeguarding, and health and safety;

To support playground/break time supervision;

To accompany teacher and pupils on educational visits;

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (TA)

Signed..... (HT)

Date.....