NORTH SOMERSET COUNCIL

JOB DESCRIPTION

JOB TITLE: Teaching Assistant
GRADE: JG5
SCHOOL: Bournville Primary

1. JOB PURPOSE:

To support, plan, prepare and contribute to the running of a primary school class as directed by class teacher.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

i) Support learning, (using specific area/s of expertise), for a variety of individuals or groups of pupils as directed by the team leader/teachers, jointly planned with the TA. Activity takes place within or outside of the classroom.

ii) Prepare in collaboration with the designated team, differentiated materials for specified areas in line with plans based on team resources.

iii) Contribute to the planning, monitoring and assessment cycle for age range/s. Provide systematic assessment feedback to teachers and Team Leaders. Keep records. Assist and contribute to the writing of IEPs and PSPs.

iv) Manage and contribute to pupil support and study groups timetabled outside of lesson time.

v) Involvement in liaison with appropriate external agencies and parents and carers as required.

vi) Deliver elements of lessons planned by or with a teacher to a class or group with varying needs and abilities

vii) Whole class cover provided on a casual (un-timetabled) basis to maintain order when a teacher has to unavoidably leave the classroom, under abnormal circumstances.

viii) Carry out such other duties as are required and as are commensurate with the grade of the post.

Support for the school:
(i) **Develop and maintain working relationships with other professionals**

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of school staff by sharing own knowledge and expertise in a professional and constructive manner.

Take an active role in supporting and developing a culture of team working for the benefit of pupils’, both individually and collectively, contributing to the development of policies and procedures related to classroom management.

Participate in staff, team and planning meetings.

Participate in joint short-term planning with Learning Support Assistants, Teaching Assistants and Teaching staff, responsible for preparation of differentiated resource materials in order to meet the needs of individual or groups of pupils.

Use of initiative to most appropriately support pupils and colleagues in classroom context and beyond. Team leader/ Teachers to provide support and guidance on a formal and informal basis but the postholder is expected to operate independently within the agreed framework. Professional judgment to be applied in relation to pupil learning. School policies and referral procedures must be followed, particularly regarding child protection and safeguarding.

Provide support to improve levels of inclusion and achievement for pupils with SEN through support for pupils directly and through significant development activity with the team.

(ii) **Contributing to the Management of pupil behaviour and security**

Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Be aware of and understand the School’s Equality and Diversity Policy and the Council’s Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

Ensure compliance with all safeguarding legislation and associated codes of practice and policies (inc. whistle blowing, safer working practices, anti bullying etc.)

(iii) **Review and Develop own professional practice**

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a
willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

3. QUALIFICATIONS AND EXPERIENCE:

See attached Job Specification Sheet

4. SUPERVISORY RESPONSIBILITY:

The post holder does not have supervisory responsibilities for other staff but may provide informal supervision and support, where appropriate, to LSA’s or new TAs.

6. SUPERVISION RECEIVED:

Works within a framework as directed by senior colleagues. Takes some responsibility for planning and delivering within this framework. Ongoing dialogue with team leader and teachers, with timetabled meetings and performance review.

RECEIVED: ..............................................................

DATED: .................................................................