

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Classroom Teaching Assistant</b>
<b>Grade:</b>	<b>Level 2</b>
<b>Purpose of Job:</b>	<b>Working under the direction of the Class Teacher to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom.</b>

### **SPECIFIC DUTIES**

#### **Supporting the Pupil**

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for pupils
2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed
3. Encourage and promote the inclusion and acceptance of all pupils
4. Aid the learning of pupils by:
  - Clarifying and explaining instructions;
  - Ensuring that the child is able to use the equipment and materials provided;
  - Motivating and encouraging the child as required;
  - Supporting pupils in respect of local and national learning strategies, e.g. literacy, numeracy, KS3, ICT etc;
  - Developing appropriate resources to support the pupil/pupils;
  - Helping pupils to concentrate and to finish the work set;
  - Liaising with the Class Teacher about Individual Education Plans (IEPs)
5. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher
6. Organise liaison on behalf of pupils with colleagues, parents and outside agencies in a professional manner being aware of confidentiality
7. Support and develop new arrivals across the school
8. Provide lunchtime supervision in the hall and playground

#### **Supporting the Teacher**

1. Organise the learning environment and develop classroom resources as required
2. Monitor and track progress and provide feedback to assist in developing IEPs for children with additional needs
3. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems, etc
4. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising
5. Undertake support activities for the teacher as required
6. Raise awareness of teaching staff to the strengths and difficulties of individual pupils
7. Assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken
8. Understand the emotional and social needs of pupils with whom working and contribute to planning of learning activities
9. Assist in the assessment of individual pupils
10. Provide support for teachers in developing effective approaches to managing new arrivals

#### **Supporting the School**

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Accompany staff and pupils on visits, trips and out-of-school activities as required
3. Develop and maintain effective relationships with other staff, parents and carers
4. Attend relevant meetings as required
5. Support the development and effectiveness of teams by running meetings
6. Translate school policies into practice
7. Review and develop own professional practice
8. Follow school policies in regard to safeguarding