



TEACHING ASSISTANT – SUPPORTING & DELIVERING LEARNING

TA 3 - To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g During short-term absence of teacher) or for regular short periods with teacher’s planning provided.

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of send Support Plans / EHCPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils and their needs within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievements
- Provide feedback to pupils in relation to learning progress and achievement
- Employ strategies to ensure pupils are safe and the well-being needs are met
- Support Parents and develop strong working relationships

SUPPORT FOR THE TEACHER & COLLEAGUES

- Work with the teacher to establish an appropriate learning environment
- Work flexibly as a Team Member in order to support children and colleagues in meeting their needs
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against learning / assessment objectives
- Provide objective and accurate feedback and reports (as required) to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Contribute to specialist reporting / recording for Statutory documentation, or for outside agencies
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils’ work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. core subjects, EYFS, phonics and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of I.T. safely in learning activities and develop pupils’ competence and independence
- Help pupils to access learning activities through specialist support / set programs
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Have an understanding of Assessment programmes and support the Teacher in making judgements based on evidence
- Use remote learning platform Dojo to communicate / provide resources for individuals

SUPPORT FOR THE SCHOOL	
	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Use CPOMs to record any pupil-specific concerns / incidents to ensure safeguarding is highest priority • Be aware of, and support difference to ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • Attend and participate in regular team / staff meetings • Participate in training and other learning activities as required to fulfil the role and meet the needs of the pupils • Recognise own strengths and areas of expertise and use these to advise and support others • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • Undertake planned supervision of pupils' over lunch time, break times and out of school hours learning activities as required • Supervise pupils on visits, trips and out of school activities as required
<p>The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.</p>	

TA3 - Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age
Qualifications/Training	<ul style="list-style-type: none"> • Excellent curriculum knowledge and skills • NVQ 3 for Teaching Assistants or equivalent qualification or experience • Training in the relevant strategies e.g. particular curriculum or specific learning areas E.g. Phonics, ASD, sign language, dyslexia, I.T., Child Protection, medical needs, Physical Intervention, Team Teach etc... • Appropriate first aid training
Knowledge/Skills	<ul style="list-style-type: none"> • Can use I.T. effectively to support learning • Use of other equipment technology – DVD, photocopier • Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation • Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies • Understanding of principles of child development and learning processes • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate exceptionally well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these