



TA Job Description

Main purpose of the job:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils including those with special needs, to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Major Duties and Responsibilities:

- Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Pupil Learning Plans (PLPs)
- Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
- Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assist pupils in use.
- To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Promote positive pupil behaviour and support emotional regulation.

Job Activities:

- Support pupils appropriately as outlined in their Educational Health Care Plan.
- Ensuring the physical and mental health of all within the school community.
- Encourage pupils to interact with others and to engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, and accurately record achievement/progress as directed.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, challenges etc.
- Deal promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Foster constructive working relationships with parents/carers.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Work within predetermined policies, procedures and under the teachers' guidance.
- Comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- Assist with any toileting/medical needs as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Awareness of the school's educational and behavioural policies for the ongoing development of pupils.
- During any school closures within term time, support the teachers with the resourcing of appropriate home learning.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.