

**GREEN LANE PRIMARY ACADEMY**

The teacher

|  |  |
| --- | --- |
| **Post Title** | **TEACHING ASSISTANT – TA2 - JOB DESCRIPTION** |
| **Overall Purpose** | To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmesTo enable access to learning for pupil/s and to assist the teacher in the management of pupil/s and the classroomWork may be carried out in the classroom or outside the main teaching area. |
| **Support for Pupils** | * Supervise and provide particular support for pupil/s, including those with special needs, ensuring their safety and access to learning activities * Assist with the development and implementation of SEN Support Plans/Behaviour Plans and Personal Care programmes * Establish constructive relationships with pupils and interact with them according to individual needs * Promote the inclusion and acceptance of all pupils * Encourage pupils to interact with others and engage in activities led by the teacher * Set challenging and demanding expectations and promote self-esteem and independence * Provide feedback to pupils in relation to progress and achievement under guidance of the teacher |
| **Support for Teachers** | * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work * Use strategies, in liaison with the teacher, to support pupils to achieve learning goals * Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed * Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc. * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Establish constructive relationships with parents/carers * Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc. |
| **Support for the Curriculum** | * Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses * Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, , Foundation Stage curriculum, etc. - recording achievement and progress and feeding back to the teacher * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use |
| **Support for the School** | * 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 * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required * Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime * 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 * The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. |