



### **Teaching Assistant Job Description**

The primary role of a teaching assistant is to work with teachers to raise the learning and attainment of pupils while also promoting children's independence, self esteem and social inclusion. Teaching assistants give support to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.

Teaching assistants should act with honesty and integrity and uphold comparable standards to other education professionals, and make the education of pupils their first concern.

The roles and responsibilities for teaching assistants are set out below using four themes.

- **Personal and professional conduct**
- **Knowledge and understanding**
- **Teaching and learning**
- **Working with others**

**Personal and professional conduct** - Teaching assistants should conduct themselves professionally at all times. They are required to

- Have proper and professional regard for the ethos, policies and practices of the school
- Demonstrate positive attitudes that support effective relationships with the school community.
- Understand the need to safeguard pupils' well-being by following relevant statutory guidance along with our own school policies and practice.
- Uphold our school values and respect individual differences, SEND inclusion and cultural diversity.
- Be committed to improving own practice through self-evaluation and reflection

**Knowledge and understanding** –Teaching assistants are skilled practitioners with qualifications and/or experience which ensures they can fulfill their role. Taking responsibility for own professional development and being a reflective practitioner is essential. Teaching assistants are required to:

- Share responsibility for ensuring that personal knowledge and understanding is up to date, by reflecting on own practice, liaising with others, and identifying own professional development needs.
- Use the specific planning from class teachers to take small groups in phonics and in other subjects, showing a good knowledge of the KS1 curriculum to create probing and high quality questions.
- Take opportunities to develop the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school leaders.
- Understand the needs of all pupils and deliver support to meet individual needs.
- Demonstrate subject and curriculum knowledge and apply this effectively in supporting teachers and pupils.
- Understand the roles and responsibilities within the classroom and whole school context

**Teaching and learning** - The main role of teaching assistants is to support teaching and learning of all pupils.

Teaching assistants are required to:

- Demonstrate an efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils.
- Promote and support inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistent with our school's behaviour policy by listening to the voice of each child.
- Contribute to effective assessment and planning by supporting teachers in monitoring, recording and reporting pupil's performance and progress
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Support the development of a stimulating and safe learning environment by organising and managing learning spaces

**Working with others** – Teaching assistants are part of a larger team and need to work in collaboration with others. Teaching assistants are required to:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Share knowledge and ask questions to ensure planning and decision making is accurate.
- Work collaboratively with class teachers and other colleagues, including specialist advisory teachers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place.
- Ensure school safeguarding procedures are always adhered to, ensuring the safety and wellbeing of all pupils.

#### **Review of Performance – Accountability**

The performance management cycle for teaching assistants is yearly and is focused on performance over the year. We support this professional development through regular coaching sessions with the Teaching Assistant line manager. It ensures own professional needs are met alongside current school improvement focuses, which change each year.

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