

January 2012

Job Description Grade G Teaching Assistant

Supporting and delivering learning

Grade – G point 19 - 27

Contract: Temporary variable hours contract part-time – core hours term time only.

This means that the contract is based upon a core offer of 24 hours per week with the facility to increase the hours by 25% or decrease by 25% as the needs of the school dictate.

From January 2012 the hours to be worked each week are 30 hours and will require you to be able to work flexibly across both the curriculum and phases.

Length of Contract – Temporary until August 31st 2012

The normal school day will be from 8.25am on Monday and Thursday and from 8.40am Tuesday, Wednesday and Friday. The pupils go home at 3pm so two hours each week are available for meetings and other activities after school so the finish time will depend upon the arrangements for these. [Please see guidance in handbook and meeting schedule]. Teaching assistants will also attend the 5 INSET days. All teaching assistants have a twenty minute morning break and thirty minute lunch break.

Conditions of Service

The following Conditions of Service document applies to this post

- Support Staff [LEA Schools]: National Joint Council for Local Government Services national Agreement on pay and conditions and related Local Agreements.

Special conditions

1. This appointment is term time only
2. The appointment is subject to a probationary period ending on 01.03.09.
3. The appointment is also clearly subject to Children and Young Persons Clearance [through the Criminal Records Bureau].

Job Purpose

To assist and support qualified teaching staff with their responsibilities for providing high quality teaching and learning experiences for all children that enables them to achieve their potential.

Supervisory responsibility - None

Supervision received - Classroom teacher/ designated line manager

Principal contacts - Pupils, classroom teachers, line manager, other professional groups/ individuals, other teaching assistants and support staff, parents

Main duties and responsibilities

To work under the direction and guidance of teaching/ senior staff and within an agreed system of supervision;

- To supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development, undertaking those activities necessary to meet these needs
- To undertake activities that will support the intellectual and social development of children

including the implementation of 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 and review cycle and the management/ preparation of resources.

Key Tasks – In carrying out their duties and responsibilities effectively teaching assistants will provide focused support for pupils, teachers, the curriculum and the school. Examples of the type of support that will be expected are given below.

Support for pupils

- Establish productive working relationships with pupils, acting as a role model with high but realistic expectations in terms of learning and behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Assist with the development and implementation of individual education plans.
- 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 achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Use specialist (curricular/ learning) skills/ training/ experience to support pupils

Support for teachers – within the agreed system and appropriate level of supervision

- Work with the teacher to establish an appropriate learning environment
- 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 pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, areas for development etc. ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested
- Undertake aspects of marking of pupils' work and accurately record achievement
- 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 as appropriate
- Provide general clerical/administrative support to further learning e.g. support with coursework, produce differentiated materials for agreed activities etc.

Support for the curriculum – within the agreed system and appropriate level of supervision

- Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs
- Implement recognised and agreed learning strategies as appropriate e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and help develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support where necessary
- Determine the need for, prepare and maintain general and specialist equipment and resources

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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support pupil achievement
- Attend and participate in regular meetings and school functions as appropriate
- Participate in training and other learning activities as required
- 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 other staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities if appropriate
- Supervise pupils on visits, trips and out of school activities as required

This job description does not necessarily define in detail all the duties/ responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment following consultation with the post holder.

Contract details should be read in conjunction with the Principal Statement of Particulars of Employment with Gloucestershire County Council

This job description will be reviewed during the autumn term as part of the performance management procedures for Teaching Assistants and individual and/ or additional responsibilities will be discussed and agreed at this time.

Signed – Postholder

Signed – Headteacher

Date