### Job description: Classroom Teaching Assistant (TA)

### Contract type: Temporary

### Reporting to: Class teacher and Head Teacher

### Main purpose

* Work with class teachers to raise the learning and attainment of pupils
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, so they can access the curriculum, take part in learning and experience a sense of achievement

### Duties and responsibilities

**Teaching and learning**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
* Promote, support and facilitate inclusion
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Observe pupil performance and pass observations on to the class teacher
* Supervise a class if the teacher is temporarily unavailable

### Planning

* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons, if available
* Help to prepare the classroom for lessons

### Working with colleagues and other relevant professionals

* Communicate effectively with other staff members and pupils, with parents and carers, and with health and social care professionals about performance and progress or concerns they may have, under direction of the class teacher
* Work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues
* Make a positive contribution to the wider life and ethos of the school

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy
* Look after children who are upset or have had accidents

**Professional development**

* Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

**Personal and professional conduct**

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.