



Queenswell Schools
Sweets Way, Whetstone, London N20 0NQ
T: 020 8445 0524
E: office@queenswellsch.org
W: www.fsfed.org



JOB DESCRIPTION

Teaching Assistant – Grade D

Purpose of Job

The key purpose of a teaching assistant is supporting the classroom teacher with their responsibility for the development and education of all pupils, including pupils with additional needs within a mainstream school. They will assist in the development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues. Jobholders generally work under the direct supervision of the teacher within the learning environment with the teacher present. However, they may occasionally be required to work outside the classroom for short periods delivering targeted interventions.

Key accountabilities/duties/responsibilities

Support for the Pupils

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- 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
- Assist with the development and implementation of Education, Health and Care Plans and/or other support plans, as required

Support for the Teacher

- 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
- Assist with the preparation of learning activities
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers, referring any difficult or contentious issues as appropriate
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Assist with the implementation of programmes linked to local and national learning initiatives, recording achievement and progress and feeding back to the teacher.



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- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans or 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, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences to 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, as appropriate
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Assist with special events, such as School Concerts, Plays, Parents' / Carers' consultations

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager. This job description is not exhaustive and may change as the post develops. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

The School's Commitment to Equality

To deliver the school's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the school delivers.