

Job Title: TEACHING ASSISTANT
Reports to: Teacher
Hours of Work: 37 Mon – Fri
Other: 13 weeks Holiday to be taken in line with the school's term times

Summary

The role of the teaching assistant is to undertake a range of teaching and learning support activities to help promote effective learning and teaching, under the direction and supervision of the Teacher.

Main Duties and responsibilities:

Support for pupils (either individually or in groups)

- 1) **Support the activities of individuals or groups (normally up to 6)**
- 2) Establish and maintain relationships with individual pupils and groups.
- 3) Contribute to Individual Education Plans as appropriate.
- 4) Support pupils during learning activities.
- 5) Promote pupils' social and emotional development.
- 6) Contribute to the health and well being of pupils.
- 7) Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role).
- 8) Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behaviour, emotional and social development needs, communication and interaction difficulties.
- 9) Support pupils with literacy and numeracy skills.
- 10) Support pupils to access the curriculum.

Support for the Teacher(s)

- 1) Observe and report on pupil performance.
- 2) Contribute to the planning and evaluation of learning activities.
- 3) Assist in preparing and maintaining the learning environment.
- 4) Contribute to the management of pupils' behaviour.
- 5) Contribute to maintaining pupils' records.
- 6) Support the maintenance of pupils' safety and security.
- 7) Supervise the group for a short time in an emergency situation, or for longer periods in a planned situation.
- 8) Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 9) Undertake more complex marking of pupils' work in line with Northern Care schools Marking Policy

Support for northerncare Schools

- 1) Support the development and effectiveness of team work within the school environment.
- 2) Develop and maintain working relationships with other professionals.
- 3) Liaise with parents/Carers as appropriate.

- 4) Review and develop own professional practice.

Support for the Curriculum

- 1) Support the use of information and communication technology in the classroom.
- 2) Support for the Alternative Curriculum and Curriculum Enrichment.

Health and Safety

You are required to cooperate with the Company in complying with the Health and Safety requirements and are therefore expected to follow Company Policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions that present a safety risk.

Equal Opportunities

northern**care** supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Companies Equal Opportunities Policy and Guide to Equality document.

Statement

This Job Description forms part of your Main Terms and Conditions of Employment. However, the above duties do not include or define all tasks that may be required by the postholder. The Company reserves the right to review and amend any part of the Job Description as and when deemed necessary for the purposes of the performance of your duties.

Signed (Employer):

Signed (Employee):

Date:
