



Roundwood Primary School

Job description: Teaching Assistant (TA) or Higher-Level Teaching Assistant (HLTA)

Accountability:

You are responsible to the Headteacher and Governing Body.

Your line manager is your age-phase leader.

Main purpose

The TA / HLTA will:

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

Duties and responsibilities

Your day-to-day duties as a Teaching Assistant/HLTA will include:

Teaching and Learning

- Demonstrating 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).
- Promoting, supporting and facilitating inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Supporting the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Using effective behaviour management strategies consistently in line with the school's policy and procedures.
- Supporting class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organising and managing teaching space and resources to help maintain a stimulating and safe learning environment.
- Observing pupil performance and pass observations on to the class teacher.
- Supervising a class if the teacher is temporarily unavailable.
- Supporting throughout the key stage when directed to by the age-phase leader, working with the SENDCO as appropriate
- Using ICT skills to advance pupils' learning
- Undertaking any other relevant duties given by the class teacher.
- **Covering and leading class teaching as and when appropriate.**
- **Directing the work, where relevant, of other adults in supporting learning.**

Planning

- Contributing 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.
- Reading and understanding lesson plans shared prior to lessons, if available.

- Using area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Planning how support will be provided for the inclusion of all pupils in the learning activities.

Working with staff, parents/carers and relevant professionals

- Communicating effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicating 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 on intervention and provision.
- Contributing to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- Working closely with the school's SENDCo and having regard for children with barriers to learning.
 - Contributing and implementing SEND APDR support plans and associated paperwork in the agreed timescale.
- With the class teacher, keeping other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Collaborating and work with colleagues and other relevant professionals within and beyond the school
- Developing effective professional relationships with colleagues

Health and safety

- Working closely with the Designated Senior Leads(s) for Child Protection and being responsible for the welfare of the children in your own class in particular and the whole school generally.
- Administering first aid when required according to school policy.
- Supervising break times and lunch times, as directed.

Professional development

- Helping 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.
 - Taking opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
 - Taking part in Performance Management according to school policy.
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- Carrying out any other reasonable duties which may be required by the Headteacher which are within the terms of your contract
 - The postholder is expected to accept any reasonable alterations that may from time to time become necessary