**Teaching Assistant Job Description – Grade 4**

Salary Scale: £19,264 - £19,650 Grade 4 (pro rata)

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPILS

• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities

• Assist with the development and implementation of Pupil Profiles and Education, Health and Care Plans (EHCPs)

• Establish constructive relationships with pupils and interact with them according to individual needs

• Promote the inclusion and acceptance of all pupils

• 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

SUPPORT FOR TEACHERS

• Create and maintain a purposeful, orderly and supportive learning 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 planning of learning activities

• Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed

• Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.

• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established school policy and encourage pupils to take responsibility for their own behaviour

• Establish constructive relationships with parents/carers

• Administer routine tests and undertake routine marking of pupils’ work

• Provide clerical/administrative support e.g. photocopying, typing, filing, etc.

SUPPORT FOR THE CURRICULUM

• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

• Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher

• Support the use of ICT in learning activities and develop pupils’ competence and independence in its use

• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity/objectives and assist pupils in their learning

SUPPORT FOR THE SCHOOL

• Be aware of and comply with all relevant school policies and procedures specifically those 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 in order that 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, both in and out of school hours

• Participate in performance development, including an annual appraisal, as required

• Assist with the supervision of pupils out of lesson times, including before and after school and at morning break and lunchtimes

• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.