

**GREEN LANE PRIMARY ACADEMY**

The teacher

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| **Post Title** | **TEACHING ASSISTANT – TA3 - JOB DESCRIPTION** |
| **Overall Purpose** | To work under the instruction/guidance of teaching staff and to undertake support programmes where appropriateTo enable access to learning for pupils and to assist the teacher in the management of the classroom or other learning areas  * To provide occasional short-term cover for absent teachers or regular short periods with planning support from the class teacher. |
| **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 SEN Support Plans/Behaviour Plans and Personal Care programmes * 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 the guidance of the teacher |
| **Support for Teachers** | * 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 * 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 school policy and encourage pupils to take responsibility for their own behaviour * Establish constructive relationships with parents/carers * Provide clerical/admin support e.g. photocopying, money collection, producing resources. |
| **Support for the Curriculum** | * Undertake planned learning activities/teaching programmes, adjusting activities according to pupil responses * Provide feedback 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 aims of the 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, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Contribute to the overall ethos, work and 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 to support performance development as required * Assist with the supervision of pupils out of lesson times where necessary, including before and after school and at lunchtime * 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   **The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.** |