Eden Academy Trust
Together for better

Teaching Assistant

Duties:

The duties outlined in this job description are in addition to those covered by the latest Single Status Agreement. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job.

Responsibilities

Working under the direct supervision and guidance of a teacher:

- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.
- Implement planned learning activities and teaching programmes as defined by the teacher adjusting activities within set parameters according to the pupils responses
- Participate in the evaluation of learning activities with teaching staff providing verbal and written feedback on pupils' progress, development and attainment, including providing written and verbal feedback on observations undertaken.
- Working with individual pupils and/or groups of pupils on targets and assisting pupils to meet learning objectives.
- Provide feedback to pupils in relation to attainment and progress under the guidance of a teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in emotional and social well-being, reporting problems to the teacher as appropriate
- Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate.
- Support independent learning and the inclusion of all pupils
- Support the raising of educational aspiration in all pupil/parent contact
- Support pupils using IT in their learning activities and develop pupils' competence, confidence and independence in its use.
- Assist in the creation of individual development plans as required by teaching staff
- Support the work of volunteers and other support staff in the setting
- Select, prepare and clear up materials used in the learning environment ensuring that they are available for use as directed by the teacher, including photocopying, filing and the presentation and display of the pupils work.
- Support pupils in their social, emotional and personal development

- It is an expectation of the role that jobholders will engage with all pupils as directed by the school in line with the overall goals of the school and the needs of all pupils.
- Promote high standards of behaviour, employ effective de-escalation strategies and where necessary, exercise appropriate physical intervention
- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Invigilate exams and tests, where required
- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Monitor and manage stock and supplies for the classroom

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation, may be changed by the Headteacher to reflect the changing needs of the school which are commensurate with the salary and job title.