

## Individual Role – Unique Characteristics

This document is to be used in conjunction with the Job Family generic role profile

Directorate / School	Resources and Transformation
Unit / Team	Traded Services/Learning Support Service
Job Title	Teaching Assistant (TA)
Job Family Role Profile Level	PCD 5
Date	1 October 2013 (Revised January 2017)
Post Group Number (to be added by Pay and Reward team)	PG 2806

### Purpose

to deliver a range of learning/skills and/or personal/practical support

to meet needs and/or well being for individuals and/or groups.

### Key Responsibilities

#### 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 Individual Education/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 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
- 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 policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/administration support e.g photocopying, typing, filing, money, administer coursework etc
- 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, KS3, 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 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
- Be aware of and support difference and ensure 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 and performance development as required

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- Assist with the supervision of pupils out of lesson times, 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

### Staff Management Responsibilities

There are no staff management responsibilities associated with this post.

### Resources Responsible for

- Limited
- Cleaning materials and equipment
- Information
- Equipment

### Job Working Circumstances

The Job Working Circumstances will differ between each placement.

