TEACHING ASSISTANTS – SUPPORTING & DELIVERING LEARNING

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| TA 3 - To work under the guidance of teaching/senior staff and within an agreed system of  supervision to implement agreed work programmes with individuals/groups, in or out of the  classroom. This could include those requiring detailed and specialist knowledge in particular  areas and will involve assisting the teacher in the whole planning cycle and the  management/preparation of resources. Staff may also supervise whole classes occasionally (e.g. during short-term absence of teacher) or for regular short periods with teacher’s planning provided.  |
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| SUPPORT FOR PUPILS |
| * Use specialist (curricular/learning) skills/training/experience to support pupils
* Assist with the development and implementation of IEPs
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement
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| SUPPORT FOR THE TEACHER |
| * Work with the teacher to establish an appropriate learning environment
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback and reports (as required) to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
* Undertake marking of pupils’ work and accurately record achievement/progress
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
* Administer and assess routine tests and invigilate exams/tests
* Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
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| SUPPORT FOR THE CURRICULUM |
| * Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
* Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Help pupils to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources
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| 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 the 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
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in regular meetings
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Undertake planned supervision of pupils’ out of school hours learning activities
* Supervise pupils on visits, trips and out of school activities as required
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| The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. |