

Mrs Louise Bennett  
Headteacher



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## TEMPORARY TEACHING ASSISTANT Specification

### TA Role:

- **Purpose:** To work under the direct instruction of the class teacher to support the teaching and learning activities in the classroom.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- To support the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.

### Main responsibilities and tasks

#### Support to pupils

1. Under instruction from the class teacher to support pupils learning by working with individuals or groups of pupils, including those with special needs. Work will involve assisting the pupils to understand the activity and using appropriate strategies to keep pupils 'on task' and engaged in the work set.
2. To assist the pupils with personal needs as appropriate.
3. To provide support for pupils emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy.
4. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

#### Support to teachers

1. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
2. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
3. To provide regular feedback to teachers on pupils' achievement and progress.
4. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting SEND Plan targets.
5. To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.

6. To be aware of the planning of work and activities.
7. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

#### Support to the school

8. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
9. To be aware of school policies and procedures concerning working with children and report any concerns to an appropriate named person.
10. To assist with the supervision of pupils out of lesson time, but within both the school day and contracted hours as necessary for their safety.
11. To accompany teaching staff and pupils on visits, and out of school activities as required.
12. To attend relevant meetings including school INSET days, participate in training opportunities and professional development as appropriate.
13. To adhere to school health and safety policy including risk assessment and safety systems
14. To adhere to school policy on equality and diversity.

#### Support for the curriculum

15. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
  16. To undertake broadly similar duties commensurate with the level of the post as required by the headteacher.
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