



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Teaching Assistant

TEAM: Education

REPORTS TO: Head Teacher

JOB PURPOSE:

1. To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
2. To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.
3. Work may be carried out in the classrooms or outside the main teaching area.

THIS ROLE WILL BE SUBJECT TO AN ENHANCED CRIMINAL RECORDS CHECK

MAIN DUTIES:

Support for pupils:

1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
2. To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
3. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided;
 - assisting in weaker areas, e.g. language, behavior, social skills, reading, spelling, handwriting/presentation;
 - helping children to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence;

- assisting with the development and implementation of Individual Education/Behavior Plans and Personal Care programmes;
 - developing appropriate resources to support the children;
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
4. establish a constructive relationship with the pupils and interact with them according to individual needs;
 5. To promote the inclusion and acceptance of all children;
 6. To set challenging and demanding expectations and promote self-esteem and independence;
 7. To provide the necessary pastoral care to enable children to feel secure and happy;
 8. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;

Support for teachers

9. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programmes of support for pupils;
10. Provide detailed and regular feedback about the children to the teacher;
11. Contribute to the maintenance of children's progress records;
12. Participate in the evaluation of any support programs;
13. Promote good behavior, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behavior;
14. Establish constructive relationships with parents/carers;
15. Administer routine tests and undertake routine marking of children's work;
16. Support class teachers in photocopying and other tasks in order to support teaching

Support for the Curriculum

17. Undertake structured and agreed learning activities/ teaching programs, adjusting activities according to pupil responses.
18. Undertake Intervention programmes, linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher.
19. Support the use of ICT in learning activities and develop pupils' competence and independent in its use

20. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Support for the school:

21. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
23. Contribute to the overall ethos/work/aims of the school;
24. Appreciate and support the roles of other professionals;
25. Attend and participate in relevant meetings as required;
26. Contribute to reviews of children's progress as appropriate;
27. Prepare and present displays of children's work as required;
28. Undertake other duties from time to time as required by the Head Teacher;
29. Accompany teaching staff and pupils on visits out of school activities and take responsibility for a group under the supervision of the teacher;
30. Report to the Head teacher ANY behavior by colleagues or children which raises concern.

Arrangements for appraisal of performance

The role of the Teaching Assistant will be monitored through the school's performance management program.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

1. Experience working with children of relevant age.

Qualifications

2. 3 GCSEs (or equivalent) in Maths, English and one other subject A-C.
3. NVQ 2 for Teaching Assistants or equivalent qualification or willingness to work towards a relevant qualification.
4. Awareness of relevant learning strategies e.g. literacy.

Knowledge/skills

5. Ability to use ICT effectively to support learning.
6. Ability to use other equipment technology, e.g. video, photocopier.
7. A general understanding of national/foundation stage curriculum and other relevant learning programmes/strategies.
8. A basic understanding of principles of child development and learning processes.
9. Ability to self-evaluate learning needs and actively seek learning opportunities.
10. Ability to relate well to children and adults.
11. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
12. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature: _____

Name: _____

Date: _____

Updated: October 2021