

**ROKEBY SCHOOL
JOB SPECIFICATION**

Teaching Assistant

Role outline:

To support with the learning in a classroom. To supervise the activities of groups of children or individual children alongside the classroom teacher to ensure their safety, facilitate their educational development and develop a supportive and caring relationship.

Key responsibilities:

To provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individual or groups of children. This will require knowledge of a range of strategies and a high level of skills developed through experience, with regular supervision from teaching staff as and when required.

To provide simple first aid when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises.

Support for teachers:

The role of a Teaching Assistant is primarily to enhance the learning of the pupils.* This will involve helping boys in their learning. The assistant will also be expected to prepare display materials and teaching aids, undertake simple maintenance and repair and clean and tidy up after use. To undertake other relevant duties allocated at the discretion of the classroom teacher, head teacher or other designated supervisor.

- Bulk photocopying
- Record-keeping and filing
- Classroom display
- Preparing and maintaining equipment and materials
- Seeking and giving personnel advice
- Managing child data – teachers will need to make use of the analysis of child data
- To assist in the supervision of children outside the classroom, including, the playgrounds, dining areas or on visits outside the school premises
- To observe children as individuals and in groups and to monitor and report back to teaching staff on problems, progress and possible developmental needs
- To assist and provide support to other teaching assistants and teachers as and when required
- To undertake other relevant duties allocated at the discretion of the classroom teacher, head teacher or other designated supervisor
- To participate in the delivery of educational work programmes
- To have access to child assessment records and data as part of the duties described above, following the school's guidelines with regard to confidentiality

**The Teaching Assistant's role is to support the children's learning within the classroom or lesson. The above list identifies many areas of support. However, the Teaching Assistant must be able to work alongside the Classroom Teacher during lessons and therefore should NOT be expected to carry out menial tasks or activities which withdraw them from the lesson in progress.*

Line Management

As set out in the line management schedule, revised annually
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Standards and Expectations

All staff are expected to:

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| <ul style="list-style-type: none">• Support and contribute to the school's responsibility for safeguarding students.• Work towards and support the school vision and the current school objectives outlined in the School Development Plan.• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.• Engage actively in the performance review process.• Adhere to the school's policies and the requirements laid out in the Staff Handbook.• Undertake other reasonable duties related to the job purpose required from time to time. |
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Responsible to:

Classroom Teacher and Head of Year

Jason R Peck Headmaster
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Oct 2023
