



TATWORTH PRIMARY SCHOOL JOB DESCRIPTION: TEACHING ASSISTANT

Job details

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| Post: | Teaching Assistant – Part Time |
| Responsible to: | SENCO and Headteacher |
| Liases with: | Class Teacher and SENCO |
| Salary range: | Grade 15 - Term Time Only |
| Contract type: | Temporary – maternity cover |

Main Purpose

To undertake work/care/support programmes to enable pupils to access learning.

To work under the instruction/guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classroom, in a small group or outside the main teaching area.

Duties and Responsibilities

Support for pupils:

To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils you support;

To deliver phonics sessions to groups of children;

To promote inclusion and acceptance of all children;

To provide the necessary pastoral care to enable children to feel secure and happy;

To set challenging and demanding expectations and promote self-esteem and independence;

To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;

To aid pupils to learn as effectively as possible in groups or on their own through:

- clarifying and explaining instructions;
- ensuring the child is able to use equipment and materials provided;
- assisting in weaker areas, e.g. language, behaviour, 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/Behaviour Plans and Personal Care programmes;
- 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.

Support the Teachers:

To provide detailed and regular feedback about the children to the teacher;

Participate in the evaluation of a support programme;

Contribute to the maintenance of children's progress records;

Promote good behaviour, dealing promptly with conflicts and incidents in line with the school policy, encourage children to take responsibility for their own behaviour;

Administer routine tests and undertake routine marking of children's work;

Support the class teachers in tasks to support teaching.

Support the Curriculum:

Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;

Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher;

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 the School:

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;

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 roles of other professionals;

Attend and participate in relevant meetings as required;

Where appropriate develop a relationship to foster links between home and school;

Liaise, advise and consult with other members of the team supporting the children as appropriate; ,

Set a good example in terms of dress, punctuality and attendance;

Prepare and present displays of children's work as required;

Undertake other duties from time to time as required by the Headteacher.

Notes

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

This job description may be amended at any time in consultation with the postholder.