



St Andrew's C of E (VA) Primary School

JOB DESCRIPTION

POST TITLE:	Teaching Assistant
LOCATION:	St Andrew's C of E (VA) Primary School
GRADE:	Grade C
RESPONSIBLE TO:	Headteacher and Governors
MAIN PURPOSE OF JOB:	To work under the instruction/guidance of teaching/senior staff 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. Work may be carried out in the classroom or outside the main teaching area.

Duties and Responsibilities to include:

Support for Pupils

- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support for the Teacher

- Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities when appropriate
- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed
- Provide regular feedback to teachers on the pupil's achievement, progress, difficulties etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide admin support e.g. photocopying, lunches booking etc.

Support for the Curriculum

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



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- Undertake programmes linked to local and national learning strategies e.g. Oracy, phonics, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Environment

- To create a safe, welcoming and inclusive environment for all children
- To be reliable and punctual, always maintaining staffing ratios
- To be professional and a good role model to the pupils and other staff members
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required
- Deal with accidents or spillages (including body fluids) ensuring these do not cause a safety hazard to others
- Ensure the facilities are left clean and tidy

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 an appropriate person
- Be aware of and support differences 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 role of other professionals
- Attend and participate in relevant meetings as required and in line with contracted hours
- Participate in training and other learning activities and performance development as required
- Assist when possible with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the school at the time.

Acceptance of this Job Description

On behalf of St. Andrew's C of E Primary	On behalf of employee
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: