



Job Description - Class Teaching Assistant

Working Hours: 8:40 am to 12 noon (10 minutes unpaid break)
Term Time only

Grade: Grade 3 (SCP 4-6)

Responsible to: SENDCo

Main Purpose of the Job:

Blue Coat's team of Teaching Assistants are a key ingredient of our School's success. They work hard to enhance and develop learning opportunities for pupils. Teaching Assistants support teachers in all aspects of teaching and learning, but also have an impact on the wider curriculum and whole school policies and procedures.

In providing support in these areas outlined, the Teaching Assistant will seek to achieve the following in terms of effective practice;

- Foster the participation of pupils in the social and academic processes of the school
- Work to enable pupils to become independent learners
- Help to raise standards of achievement for all pupils
- Help our pupils to become 'future-ready'

Roles and Responsibilities:

In support of *pupils* the Teaching Assistant will:

1. Under the guidance of, and with assistance from, the Class Teacher or other teaching staff, plan and implement targeted 1:1 and small group intervention, which meets the learning needs of pupils.
2. Work with the Class Teacher and other school staff in providing for the inclusion of all children, to know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and learning and Equal opportunities.
3. Contribute to the planning of teaching and learning for whole class and individual pupils on a short, medium and long-term basis and to the development of individuals' 'My Plans' where relevant.
4. Under the direction of the class teacher and following agreed lesson plans, support the teaching and learning of classes, small groups or individual pupils, including ad hoc whole class cover, using learning and support strategies appropriate to the needs of the pupils.
5. Provide feedback to pupils in relation to progress, achievement, behaviour etc.
6. Set challenging and demanding expectations of pupils, promote self-esteem and develop their independent learning behaviours.

In support of the **Class Teacher(s)** the Teaching Assistant will:

1. Help to provide a positive learning environment for pupils to work in. Release the Class Teacher to work with groups by supporting a larger number of pupils against plans produced by the teacher. In such a situation overall responsibility for class management and behaviour still rests with the teacher.
2. Contribute to monitoring, recording and assessment of pupil progress, as agreed by the Class Teacher.
3. Liaise with the Class Teacher at a group and/or whole class level over the content of lessons in order to clarify learning intentions and outcomes as well as resources and other practical issues.
4. Undertake certain aspects of lesson preparation as mutually agreed with the Class Teacher. This may include the resourcing of a lesson using the school's stock of learning resources; the making of appropriate resources; use of the photocopier etc.
5. Undertake display work both within the classroom and in public areas allocated to the class as mutually agreed with the Class Teacher, SENDCo, and Headteacher.

In support of the **wider curriculum** the Teaching Assistant will;

1. Assist the Class Teacher in the implementation of lesson planning across other curriculum subjects, as necessary.
2. Implement local and national learning strategies, e.g. literacy and numeracy, as directed by teachers.
3. Support pupils to access the wider curriculum, e.g. through the use of ICT or assistive technology.

In support of **wider school policy** and practice the Teaching Assistant will;

1. Contribute to the Blue Coat Vision and our core set Christian Values: *Happiness, Respect, Responsibility* and *Creativity*.
2. Act in accordance with the principles and guidelines outlined in the school's Behaviour Policy.
3. 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.
4. Be aware of, and support, difference and ensure that pupils have equal access to opportunities to learn and develop.
5. Undertake break time duties on a rotational basis as organised and agreed with the Senior Leadership Team.



6. Develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals as necessary, including educational psychologists, health professionals, and speech and language therapists, to meet the personal and educational needs of individual pupils.
7. Attend and participate in relevant meetings as required.
8. Develop and maintain professional knowledge and understanding, including contributing to and participating in team meetings, In-service training and other learning activities, on a pro-rata expectation. Recognise own strengths and areas of expertise, and use these to advise and support others.
9. Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.
10. Contribute to the development of school policies and practices, the school improvement plan and activities, which support the wider aspirations, and values of the school, working collaboratively and supportively with colleagues.
11. Undertake other tasks as mutually agreed with the SENDCo, Class Teacher, when necessary.

Agreed by: _____ (Post holder) Date: _____

Agreed by: _____ (Line Manager) Date: _____

Blue Coat CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced DBS check.