



Diocese of Norwich
Education and
Academies Trust

Teaching Assistant

Job Description

Swaffham Church of England Primary Academy

Pay Scale: 5 or 6 depending on experience

Responsible to: Headteacher but working with a qualified teacher on a day to day basis.

Purpose of role:

- Under the instruction / guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs.
- Enable access to learning for pupils and assist the teacher in the management of pupils and the classroom
- Work may be carried out in the classroom or in other teaching areas.

Main responsibilities:

Support for Pupils

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupils' needs
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

- Prepare classroom as directed for lessons and after clear away and assist with the display of pupils' work
- Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record -keeping as requested
- Support the teacher in managing teacher behaviour, reporting difficulties as appropriate.
- Provide clerical and administrative support by photocopying, typing, filing and collecting money.



Support for the Curriculum

- Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher.
- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use, including the use of basic IT as directed.

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 (GDPR), 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.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision on pupils out of lesson times, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.