



Coombe Secondary Schools Academy Trust

Knollmead Primary School, Knollmead, Surbiton, Surrey KT5 9QP

Tel: 020 8337 3778, E-mail: vacancies@knollmeadprimary.co.uk

Job Description

Job Title	Teaching Assistant Grade C
Department or area	Knollmead Primary School
Responsible to:	Head teacher, SENCO, Early Years lead, class teacher
Purpose of the post	<ul style="list-style-type: none"> To deliver agreed work programmes in an individual or small group setting in or out of the classroom under an agreed system of supervision To work in partnership with class teacher, Specialist Teacher and therapists to enable access to learning for all pupils To ensure all children are effectively supervised during the school lunch break
Main responsibilities	<p>Support for Pupils</p> <ul style="list-style-type: none"> Supervise and provide particular support for a pupil with a specific learning difficulty, ensuring their safety and access to learning activities. Establish constructive relationships with pupils and acting as a role model and setting high expectations. Promote the inclusion and acceptance of all pupils. Set challenging and demanding expectations and promote self-esteem and independence. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher. Use specialist skills/training/experience to support pupils with specific learning needs. Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes. Encourage pupils to interact with others and engage in activities led by the teacher or other teaching assistants. Model a high quality of spoken English and vocabulary.

Support for the Teacher

- In conjunction with the class teacher and / or other professionals, to develop a system of recording children's progress.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To contribute to the maintenance of a child's SEN support plans and Speech and Language programmes.
- To participate in the evaluation of a support programme.
- To provide regular feedback about the child to the teacher and / or other professionals.
- To undertake administrative support for class teachers as requested.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities and attend class, provision and staff meetings as appropriate
- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parent/carers and participate in feedback sessions/meetings with parents
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- To provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. and undertake routine marking of work.(suggest we remove this as we have asked teachers mark work)

Support for the Curriculum for pupils with additional needs in the resource bases

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses to include whole group activities
- Help the pupils to access learning activities through specialist support and by running intervention groups.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, EYFS, KS1 and KS2, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning objectives and develop pupils' competence and independence in the use of.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

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 difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings and in-service training.

	<ul style="list-style-type: none"> • Assist with the supervision of pupils out of lesson times. • Accompany teaching staff and/or pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. • Appreciate and support the role of other professionals. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime. • Check e-mail and daily diary to keep up to date with parent communications.
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Key Internal Relationships	<ul style="list-style-type: none"> • Head teacher and Senior Leadership Team, teaching staff, support staff and pupils
External Relationships	<ul style="list-style-type: none"> • Parents, community partners, academy trust, borough staff, other schools in and out of borough, other relevant organisations, visitors to the school
Health and Safety	<ul style="list-style-type: none"> • Ensure health and safety and child protection regulations are observed at all times

Undertaking other duties as may reasonably be expected

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder

Created by _____ Agreed by _____ Date _____