



## **Teaching Assistant- Full time - grade 4**

### **Grade 4 main teaching assistant responsibilities**

#### **Job Description**

##### **Supporting learning for pupils**

- Enhance children's learning by prompting, scaffolding and encouraging independent thinking
- Supervise and provide targeted 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 trusting and positive relationships with pupils and interact with them according to individual needs
- Support 1:1 where needed with emotional and behavioural needs in the class
- 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 guidance of the teacher
- Assist with the physical care of children eg. toilet accidents, tying shoelaces
- Deliver interventions to children to close the gap in learning
- To offer additional support to pupils who are pupil premium and vulnerable

##### **Support for 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 and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc
- Promote excellent pupil behaviour, dealing promptly and sensitively with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

- Encourage excellent behaviour to follow the school's behaviour plan
- Establish positive constructive relationships with parents/carers
- Provide clerical/admin support eg photocopying, filing, display boards, data entry

### **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
- Contribute to the overall ethos / work / aims of the school
- Participate in training and other learning activities and performance development as required
- 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
- Contribute to the school events and whole school performances
- Support and encourage events the 'Friends of Stockham' offer, acting as a keen school adult role model.
- Attend general staff meetings in order to be kept up to date.

**Safeguarding is paramount and full checks will be carried out before any appointment is made. References will be sought and a full induction process will take place on entry into a staff position within the school. Members of staff will be expected to follow school policies related to safeguarding, child protection and health and safety.**