



William Cobbett
PRIMARY SCHOOL

Job description: Teaching Assistant

Grade: Surrey 3.1

Job purpose: To work under the direction of the class teacher and year co-ordinator, supporting teaching and learning.

Duties and responsibilities

Teaching and learning:

- 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.
- Set challenging and demanding expectations, promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Manage pupil behaviour, taking account of the personal, social and emotional needs of pupils.
- Support pupils with their medical and hygiene needs
- Lead and develop play at break and at lunchtimes if required.

Support for teachers:

- 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 and delivery of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems 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 behaviour.
- Establish constructive relationships with colleagues and parents/carers.
- Administer assessments and undertake routine marking of pupils' work in line with school marking policy.
- Provide clerical/admin support.

Team work:

- Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- Establish good relationships with parents to promote pupils' learning and development.
- Establish and maintain a positive regard towards pupils.
- Establish good working relationships with colleagues and abide by the school code of conduct.
- Report any concerns about pupil to the class teacher or Designated Safeguard lead.

Professional development:

- Receive feedback from monitoring and observations in a professional way.
- Actively take part in professional development and support the professional development of others.
- Join in whole school events and activities such as school fairs.

Confidentiality:

In conjunction with the terms and conditions of your contract you are required to ensure your confidentiality in all matters regarding your employment.

Safeguarding:

You will be required to make sure your conduct in school and out of school is in line with the schools Child Protection Policy, Whistle Blowing Policy Confidentiality Policy and Safe Working Practices Agreement that you are issued with as part of your induction.

Personal and professional conduct:

We expect all members of staff to demonstrate consistently high standards of personal and professional conduct.

Learning Support Assistants should:

- Treat pupils with dignity; build relationships rooted in mutual respect, and at all times observing proper boundaries.
- Have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Show tolerance of and respect for the rights of others.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in their own attendance and punctuality.