

Job Description



	Essential
Post	Part-Time Teaching Assistant (Maternity Cover) Grade: PCD5 Responsible to: Headteacher.
Job Purpose	<ul style="list-style-type: none"> Under the supervision of teachers / senior staff, undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils.
Job Context	<ul style="list-style-type: none"> Working under the direction of the class teacher to provide a high standard of support, to plan and deliver education and care as well as adapting materials to support the pupil's learning and development. Enhanced DBS clearance required.
Accountabilities / Main responsibilities	<ul style="list-style-type: none"> Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to the pupil's responses. Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities. Provide feedback to the pupil, in relation to attainment and progress under the guidance of the teacher. Support learning by arranging / providing resources for lessons / activities under the direction of the teacher. Support pupils' social, emotional and physical wellbeing, reporting concerns to the appropriate person. Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person. Encourage independent learning and promote inclusion of all pupils in and outside of the classroom escorting and supervising pupils on educational visits and out of school activities. Select, prepare and clear away classroom materials and learning areas to ensure they are available for use, including developing and presenting displays. This may include out of school activities and after school events. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.
Staff Management Responsibilities	<ul style="list-style-type: none"> Occasional direction of staff with less experience.
Resources Responsible for	<ul style="list-style-type: none"> Daily Maintenance. Accessing some information. Equipment – stock control