

**Partner Teacher**

**(Teacher Assistant and Learning Support Assistant)**

**JOB DESCRIPTION**

**Main Duties and Responsibilities**

* To work with pupils individually or in groups within the classroom and enable them to make greater progress than they would make when working independently.
* To support the class teacher, in conjunction with other professionals, in developing a suitable programme of learning for the children.
* To lead play during the children’s breaks and ensure that it is harmonious.
* To support the class teacher by contributing to children’s records and sharing these with the class teacher and SENDCo. Liaise and participate in meetings to identify and meet the needs of pupils with special educational needs.
* Support the class teacher by assisting with the writing and review of assessments.
* When accompanying children on school visits ensure their safety and that educational aims are being met.
* To assist in the general care of the school environment by undertaking tidying of all communal areas including outdoor play equipment, corridors and classrooms.
* To help ensure that children adhere to the behaviour policy of the school.
* To photocopy, laminate and be conversant with the use of a computer to email etc.
* To participate in training, staff meetings and where appropriate share with colleagues your own learning.
* To be punctual and follow the rotas as required.
* To ensure the health and safety of the children and report concerns and details of accidents/incidents to the Dedicated Safeguarding Officer(s).
* To promote equal opportunities at all times.

January 2021