



CAMBRIDGESHIRE COUNTY COUNCIL - EDUCATION

JOB DESCRIPTION Teaching Assistant

SCHOOL Petersfield Church of England Aided Primary School

POST Teaching Assistant

GRADE Level 2

RESPONSIBLE TO Headteacher (Classteacher and SENDCO)

PURPOSE OF THE JOB

To support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils. Ensure a therapeutic behaviour approach. Follow school policies.

MAIN RESPONSIBILITIES

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and groups.
- Take responsibility for delivering learning activities, including with small groups who would benefit from a different learning approach as agreed to ensure they understand and can achieve the tasks.
- Establish and maintain supportive relationships with individual pupils, groups and parents/carers
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant SEND needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing APDRs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings and INSET days as required.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

This school is committed to safeguarding (including the Prevent agenda) and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature of post holder:

Date:

Signature of Headteacher: