ANGLIAN LEARNING

## FEN DITTON PRIMARY SCHOOL

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

### LEVEL 2 TEACHING ASSISTANT JOB DESCRIPTION

**Job Title:** Temporary cover - Teaching Assistant

**School/Service:** **Fen Ditton Primary School**

**Reports to:** Deputy Head Teacher

**Grade:** Point 5 (FTE £19312, Pro Rata £14788 for 30 hours)

**Location:** Fen Ditton Primary School

**Hours:** 30 hours per week. To start as soon as possible until 22nd July 2022

To Start 9.00am to 15.30pm daily with 30 minutes for lunch.

**Job Purpose:**

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.

**Principal Accountabilities:**

**1. Support for children**

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, including intimate or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, SEMH, 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 support plans for children with special needs.
- Contribute to the planning, assessment and evaluation of learning 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 with colleagues in the school, the Anglian Trust and other relevant professionals within and beyond the school.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.