



Great and Little Shelford C E (A) Primary School,
Church Street, Great Shelford, Cambridge, CB22 5EL

Tel: 01223 843107
office@shelford.cambs.sch.uk
www.shelfordschool.org.uk

We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners

Headteacher: Mr. Chris Grey PGCE, MEd

Great and Little Shelford CE (A) Primary School Teaching Assistant Job Description

Job Title: Teaching Assistant

Reports to: Chris Grey (Headteacher); Claire Pickard (Inclusion Leader); Class Teachers

Grade: Level 2

Job Purpose:

- Keep up-to-date with relevant training to ensure excellence in practice.
- 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 pupils.
- Safeguard the health and safety of all children, both in school and when engaged in school activities elsewhere.
- Safeguard the school's data information as requested.

Principal Accountabilities:

1. Support for children

- 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 as appropriate to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, 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.
- Support pupils in 1:1 roles as required, or all pupils in a general TA role.

2. Support for the curriculum

- Adapt and deliver elements of the school 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.





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3. Support for other staff

- 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 records 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.
- Teach and model positive behaviours as the main approach to support positive pupil behaviour, including anticipating and taking action to prevent potential problems arising. Training will be provided.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute with all staff members 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 and implementing school events, e.g. school plays, events.

Last updated by Chris Grey (Headteacher) June 2023

