



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

Job Title: Teaching Assistant

Reports to: Chris Grey (Headteacher); Claire Pickard (SENDCo); 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, especially the named pupil.
- 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, EBD, 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;





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

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

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Headteacher: Mr. Chris Grey PGCE, MEd

- Provide targeted support to enhance learning and improve attainment.

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.
- 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 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.

