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| See the source image | JOB DESCRIPTION  Teaching Assistant | | | |
| Job Number: | PL005 | | | |
| Directorate: | Children and Young People | | | |
| Service: | Catcott Primary School | | | |
| Job Title: | Teaching Assistant | | | |
| Reports To: | The Deputy Headteacher | | | |
| MAIN PURPOSE OF THE JOB: | | | | |
| Under the direction and guidance of a Teacher, meet all academic and pastoral requirements for a class, group of children, or child, in order that they progress to the next stage of their education at or above age related expectations. Fulfil wider professional duties as part of a teaching team. | | | | |
| MAIN RESPONSIBILITIES AND DUTIES: | | | | |
| **Under direction and guidance from the Teacher:**  **Class**  •Undertake age-appropriate subject knowledge work as necessary to teach children ably and with depth  •Follow planning/direction to teach groups of children whilst monitoring progress and welfare  •Record and report assessment findings to the Teacher  •Deliver interventions in conjunction with the Teacher and SENCo. Record and report progress  •Support the pastoral needs of pupils  •On a daily basis: change books, listen to readers, monitor and record home reading patterns  •Undertake break duties as required  •Liaise with parents during and at the beginning and end of day for communication purposes  •Liaise with other teaching and non-teaching staff, parents and other support services, as necessary  **School**  •To maintain acceptable standards of conduct of the children in the school and establish a rapport with pupils in order to develop their social and academic potential  Other tasks  •Align conduct with the Teacher and School ethos for behaviour, pastoral and academic expectations  •To keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post  •Qualify and deliver First Aid to children and staff as necessary  •Elements of this job description may be re-negotiated at the request of either party and with the agreement of both  •This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder. | | | | |
| Supporting Processes | | | | |
| Work to strict deadlines within well-known routines. Under the guidance of your Teacher, consider priorities within the daily and weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure that the highest quality of teaching and learning is achieved and maintained. | | | | |
| Decision Making | | | | |
| Liaise with the Teacher for work priorities and schedules although the job holder is expected to resolve problems but must seek guidance for anything unusual, difficult or relating to immediate safeguarding concerns. | | | | |
| Physical Effort and Working Conditions: | | | | |
| Considerable physical impact both inside and outside. At times working in inclement weather outdoors. Moving of furniture in classrooms and other areas. | | | | |
| Contacts and Relationships: | | | | |
| A positive and collegiate working relationship with all other colleagues. | | | | |
| Additional information: | | | | |
| Total confidentiality is required. Information about children or adults at the school must never be passed on at any time. Where a child may be at risk this information may be divulged to the Headteacher so that they can take appropriate action. | | | | |
| Knowledge, Skills and Experience | | | | |
| A nurturing nature is essential. Preferred level of education equivalent to 5 A-C GCSE’s. Experience of working with children in a school environment. 8 prioritisation, organisational skills, clear thinker, flexibility, confidentiality, initiative, computer literate, completer/finisher, kind and a positive attitude. Ability to undertake a range of tasks involving the application of readily understood rules, procedures or techniques and action direction from a Teacher. | | | | |
| **I agree** that the Job Description is a fair and accurate statement of the requirements of the job: | | | | |
| Job Holder | |  | Date |  |
| Line Manager | | Deputy Headteacher  Hannah Lintern | Date |  |
| Designated Senior Manager | | Headteacher  Laura Constanza | Date |  |

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| JE Primary Matrix (10/06/19) | | | |
| PL005 | Teaching Assistant | 15  3-4 | Under the specific guidance and direction of the teacher:   1. Deliver learning support individually and in groups through a range of tasks, for example:  * Supporting literacy and numeracy tasks, clarifying and explaining instructions * Focusing support in areas needing improvement, both academic and social * Supporting pupils to use ICT and other equipment to enhance learning * Motivating and encouraging pupils to concentrate and to fulfill tasks  1. Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum. 2. Promote and reinforce pupils’ self-esteem, appropriate behavior and levels of effort. 3. Assist teaching staff in the development of learning strategies by the preparation of resources and maintaining a safe and suitable learning environment.   To provide care and supervision of pupils within the classroom, within the school and, where appropriate, outside the school. There will be a requirement to work with pupils, either individually or in groups, who have some special educational needs, learning difficulty, or who exhibit occasional behavioral problems. |