

Job Description: Teaching Assistant

Cranleigh C of E Primary School



Responsible to: Headteacher | **Grade:** SP3

The aim of this job description is to indicate the general purpose and responsibility of a Teaching Assistant at Cranleigh C of E Primary School and, therefore, does not form part of the contract of employment.

Brief Description of the School

Set within the large village of Cranleigh, Surrey, our school is a Church Primary School and we therefore maintain a clear Christian ethos. Within this context we aim to respect, understand and welcome everyone regardless of their culture and faith.

Professional Duties

- To carry out the professional duties and responsibilities of a classroom Teaching Assistant.
- To model the school vision, ethos and aims of the school including its Christian distinctiveness.
- To have a secure understanding of the Early Years and National Curriculum.

Supporting Teaching and Learning

- To support the Class Teacher to raise the learning and attainment of pupils.
- To promote children's independence, self-esteem and social inclusion.
- To give assistance to pupils so they can access the curriculum, participate in learning and experience a sense of achievement.
- To have high expectations for all pupils no matter their starting point.
- To be able to adapt teaching to respond to the needs of the children.
- To use ICT to support the Class Teacher in pupil assessment, teaching and learning.
- To reflect on current practice to improve effectiveness.
- To support the Class Teacher in managing behaviour effectively and ensure a stimulating and safe learning environment.

Other Professional Requirements

- Maintain confidentiality inside and outside the workplace.
- Attend meetings and INSET training, as required.
- Maintain personal and professional conduct at all times.
- Co-operate with other members of staff in maintaining the school ethos, policies and work as part of the school team and demonstrate positive attitudes.
- Have a good understanding of and commitment to child protection, safeguarding, health and safety and promote the welfare of children in your care.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through your own presentation, personal and professional conduct.
- Commit to improving your own practice through self-evaluation and awareness.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Work with colleagues, parents, other schools in the locality and the wider community for the benefit of the school and attend major school functions.
- Make a contribution to the full life of the school.

Job Description: SEND Teaching Assistant Cranleigh C of E Primary School



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This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The post holder is expected to carry out the professional duties of a Teaching Assistant as circumstances may require, under the reasonable direction of the Headteacher.

General Expectations: The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above.

If this sounds like the exciting challenge you have been waiting for, please contact Mr Derek Trawber (School Business Manager) for further information, or to arrange a tour of the school. We look forward to meeting you.

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