



Great Wilbraham CE Primary Academy

Executive Headteacher: David Sandford

Great Wilbraham Primary School, Church Street, Great Wilbraham, Cambridge, CB21 5JQ, 01223 880408

Job Description – Teaching Assistant

RESPONSIBLE TO: Executive Headteacher/ Executive Deputy Headteacher / Class Teacher

PURPOSE OF JOB

Support the class 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. To ensure the security and care of the pupils of the school and to promote their social development including during break time.

RECEIVES SPECIFIC INSTRUCTIONS FROM

Executive Headteacher/ Executive Deputy Headteacher / Class Teacher

MAIN RESPONSIBILITIES

Safeguarding of pupils

- Ensure the well-being of pupils within school at all times
- Report any 'cause for concern' to Designated Safeguarding Lead

Supporting Children

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning and support the school curriculum, including literacy and numeracy activities
- Assist children to learn as effectively as possible in class, group and individual situations
- After training and under the direction of the SENCo, plan, resource and lead interventions
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve tasks set
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities
- Promote and reinforce children's confidence and self-esteem
- Keep children on task and build motivation
- Supervise children during playtime periods
- Carry out specific behavioural strategies when advised

Supporting Teachers

- Assist in maintaining class records
- Provide feedback upon pupil progress against Individual Learning Plans
- Contribute to planning and evaluating work for individuals and small groups
- Organise the learning environment and assist the class teacher as directed
- Contribute to the management of pupil behaviour

'With God, all things are possible' (Matthew 19:26)





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Supporting the School

- Develop and maintain effective working relationships with other staff and parents /carers
- Attend and actively participate in relevant professional development, for example first aid and safeguarding
- Be aware of school policies and procedures including those relating to safeguarding and confidentiality
- Contribute to the maintenance of a safe environment
- Provide support for school events, e.g. school plays, events and trips

Health and safety

- Contribute to the maintenance of a safe and healthy environment and report any hazards and concerns to the School Business Manager
- Ensure that there is a safe working & learning environment in which risks are properly assessed

Any other tasks as directed by the Class Teacher / Executive Headteacher/ Executive Deputy Headteacher / which are consistent with the aims of the post.

School Premises

- Supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather.
- Undertake any other duties consistent with the purpose of the job.

Great Wilbraham Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, parents and volunteers to actively share this commitment. All appointments are conditional and subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS) as well as social media checks.

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