

### HALTERWORTH PRIMARY SCHOOL

<b>Role Title:</b>	<b>Teaching Assistant (Grade C)</b>
<b>Postholder:</b>	
<b>Role Purpose:</b>	To work in partnership with the teacher to foster effective participation of pupils in the social and academic processes of the school.

#### ROLE REQUIREMENTS:

<b>Accountabilities</b>	<b>Accountability Statements</b>
Support for pupils	<ul style="list-style-type: none"> <li>• supervising and assisting groups or individual children to keep pupils on task and achieve/complete activities set by teachers</li> <li>• developing pupils' social skills in line with school policy and national curriculum requirements</li> <li>• assisting the inclusion of all children to ensure optimum benefit from teaching input which incorporates dealing with behaviour issues and supporting special learning needs</li> <li>• assisting pupils to meet their medical, emotional and welfare requirements</li> <li>• dealing with behavioural and special needs issues in conjunction with the teacher</li> <li>• supervising pupils in movement around the school</li> </ul>
Support for teachers	<ul style="list-style-type: none"> <li>• enabling the teacher to undertake a more advanced range of learning activities by working with children against agreed plans</li> <li>• helping to develop and implement lesson plans and teaching materials</li> <li>• providing feedback to teachers on pupil performance, learning obstacles and effectiveness of classroom processes and organisation</li> <li>• monitoring and recording progress of pupils to track individual achievement</li> </ul>

Support for curriculum	<ul style="list-style-type: none"> <li>• working at a whole class level with the teacher through discussions about lesson aims, content, strategies and outcomes</li> <li>• supporting and working with the teacher in testing and assessment activities</li> <li>• reviewing progress of pupils against specific learning programmes (eg plans for special needs pupils)</li> <li>• providing dedicated support for aspects of the national curriculum (eg literacy, numeracy)</li> </ul>
Support for the school	<ul style="list-style-type: none"> <li>• implementing school curriculum policies including behaviour management</li> <li>• spotting early signs related to child protection, bullying and/or disruptive behaviour and ensuring that this is reported appropriately</li> <li>• working with outside agencies, where necessary, (eg speech therapists, education psychologists) according to the needs of specific pupils</li> </ul>
Corporate and statutory initiatives - equalities/health and safety/sustainability	<ul style="list-style-type: none"> <li>• Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace</li> </ul>

Postholder's Signature: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_