

Teaching Assistant

St Mary Federation – Brancaster Primary School

Pay Scale: Scale D 21 hours per week, term time only

Responsible to: Executive / Headteacher & Head of School but working with a qualified teacher on a day to day basis.

Purpose of role:

- Under the instruction / guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs.
- Enable access to learning for pupils and assist the teacher in the management of pupils and the classroom
- Work may be carried out in the classroom or in other teaching areas.

Main responsibilities:

- Assist with the planning of learning activities.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the



lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.

Support for Pupils

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupils' needs. This may include intimate care.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

- Prepare classroom as directed for lessons and after clear away and assist with the display of pupils' work
- Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record -keeping as requested
- Support the teacher in managing teacher behaviour, reporting difficulties as appropriate.
- Provide clerical and administrative support by photocopying, typing, filing and collecting money.

Support for the Curriculum

- Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher.
- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use, including the use of basic IT as directed.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.