

Longlevens Infant School
Paygrove Lane,
Longlevens,
Gloucester,
GL2 0AX
Telephone: 01452 520061
E-mail: infant@lpf.school



Longlevens Junior School
Church Road,
Longlevens,
Gloucester,
GL2 0AL
Telephone: 01452 530177
Email: junior@lpf.school

Name:

Post Title:

Teaching Assistant

Salary and Grade:

(£28,142-£29,540 per annum pro rata, actual estimated salary £16,694-£17,529)
Grade 5 points 11-14 if qualified

Line Manager/s:
Teacher

Inclusion Lead, Senior Leadership Team (SLT) and Class

Main Purpose of the Job:

- Work under the supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom
- Provide general support to the class teacher in the organisation and management of pupils and the classroom
- Assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- Promote the inclusion of all pupils, ensuring they have equal access to opportunities to learning and develop
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

Main Responsibilities and Tasks:

Supporting the Pupil:

- Under the specific direction of the class teacher or Inclusion Lead, work with individuals and groups of pupils to deliver learning programs
- Meet the personal needs of pupils whilst encouraging their independence
- Under the direction of the Inclusion Manager, support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting My Plan/+/EHCP outcomes and to My Plan/+/EHCP reviews
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled
- Assist the pupils with personal needs as appropriate

Supporting the Teacher:

- Work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum.
- As required, prepare the classroom lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate
- Work on classroom displays following consultation with the teacher
- Observe, monitor and evaluate pupil progress to learning activities through a range of assessment and monitoring strategies determined by the teacher
- Provide regular feedback to teachers on pupils' achievement and progress

- Provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting My Plan/+/EHCP outcomes
- Administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy

Supporting the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person
- Assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary, for their safety
- Accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
- If the post holder has responsibility at both Grade 5 and Grade 6, the priority is given to Grade 6 hours unless otherwise directed by the Head of School or in their absence, the Assistant Head of School
- Assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled
- Attend relevant meetings and participate in training opportunities and professional development as required
- Attend relevant meetings and participate in relevant training and performance development as required
- Adhere to school health and safety policy including risk assessment and safety systems
- Adhere to school policy on equality and diversity

Supporting the Curriculum:

- Assist with the development of Literacy, Numeracy and Computing skills and to support their use in learning activities
- Undertake broadly similar duties commensurate with the level of the post as required by the Head of School

Signature of post holder: _____ **Date:** _____

Signature of line manager: _____