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Manea Primary School TA Job Description

<i>Job title:</i>	Teaching Assistant
<i>Responsible for:</i>	Literacy and Numeracy support, other curriculum areas support, work with groups and individual children on a one to one basis
<i>Purpose of the job:</i>	To provide high quality support, high quality education and care for all children and be committed to the safeguarding of children

All successful candidates will have to complete an enhanced DBS check.

- Be responsible to for providing excellent support for children at a variety of ages and levels of attainment.
- Be required to work as part of team and carry out duties given by the class teachers, HLTA and SENCo.
- Be expected to adapt lesson plans, if asked, in relation to a child's individual needs.
- Be flexible and adaptable to carry other duties expected of the role including with little notice given.
- Be approachable for both children and adults.

Principal Accountabilities:

1. Support for children

- Under the direction of the teacher, carry out pre-determined tasks to support children's learning.
- Establish and maintain supportive relationships with individual children or groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Help with the care and support for children, including attending to their emotional, medical and/or physical care needs.
- Support inclusion in the classroom, ensuring all children feel involved with tasks and activities.
- To support children to become independent learners by using strategies that develop children with special education needs.

2. Support for the curriculum

- Under the direction of the teacher, support the school curriculum with an understanding of the targets and standards expected for individual children.
- Support the use of computing in the curriculum.

3. Support for the teacher

- Complete records, complete feedback sheets for groups or individuals work and contribute to reports on child progress and development as directed.
- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of children's behaviour and take control of minor situations to allow the teacher to continue the lesson.

4. Support for the school

- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff development training.
- Follow all school policies and procedures
- Follow all procedures related to safeguarding and whistleblowing
- Provide support for school events, e.g. school plays, Manea Gala.