

St. Luke's C.E. Primary School

Saunders Ness Road
Isle of Dogs
London
E14 3EB

Phone: 020 7987 1753
Fax: 020 7536 9722

Email: admin@st-lukes.towerhamlets.sch.uk
Web: st-lukes.towerhamlets.sch.uk



Job Description Teaching Assistant (Scale 3)

Responsible to: Executive Headteacher/Head of School/SENCO/Class Teacher

Purpose of the job: To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

Main duties and responsibilities

1. Work with individual pupils with SEND, under the direction of the class teacher supporting learning in activities across the curriculum. Deployment may change throughout the school year to meet the needs of the school and individual pupils.
2. Help pupils access the full curriculum whilst promoting independent learning.
3. Use a range of strategies to support pupil's learning.
4. Assess pupil work against given learning intentions, providing them with guidance that will help to extend their learning further.
5. Provide practical support to the class teacher in maintaining a purposeful and orderly classroom environment which support pupil learning.
6. Promote and safeguard the welfare of pupils.
7. Respect the confidentiality of pupil information and respond sensitively to pupil needs.
8. Undertake playground supervision duties as directed by the Senior Leadership Team.
9. Accompany pupils and other members of staff on educational visits and trips.



10. Attend and actively participate in staff meetings and appropriate training eg Inset Days, First Aid Training.
11. Actively participate in the school's performance management scheme.
12. Undertake other similar duties commensurate with the grade provided that such duties are within the competence of the postholder.

Person Specification

1. The ability to work as part of a team.
2. The ability to communicate effectively with individuals and groups of pupils, teachers, parents/carers and other members of staff.
3. The ability to establish and maintain effective working relationships with teachers and other members of staff.
4. The ability to accept guidance and direction from teachers.
5. The ability to keep accurate written records.
6. Awareness of how pupils learn and the various factors which affect their learning.
7. Awareness of the need to show respect and value children as individuals.
8. An understanding of and commitment to safeguarding.
9. An understanding of and commitment to inclusive education.
10. A willingness to undertake training to develop job-related knowledge and skills.
11. A sympathetic approach to parents and an understanding of the need for confidentiality.
12. An understanding of and commitment to equal opportunities.
13. Be prepared to work throughout the school in any age group.
14. The ability to adapt to differing environments within the school and to the needs of different children.
15. An understanding of and sympathy with the aims and ethos of the school.

