

Ref: EW 2425 TA 4 06a

**LONDON BOROUGH OF LEWISHAM**

# JOB DESCRIPTION

**Title:** **Teaching Assistant Grade: Scale 4**

**School: Edmund Waller Primary School Reports to: SLT**

# KEY PURPOSE OF THE JOB

1. To provide support for children’s learning, under the direction of class teachers.
2. To provide supervision of children during non-teaching times (break and lunch periods).
3. To provide cover supervision as required.
4. To undertake other tasks consistent with the role, to support the general running of the school.

# SUPPORT FOR LEARNING

1. To provide support for children’s learning, under the overall direction of

class teachers, including:

* + General support to help children access learning and to achieve accelerated progress within a whole class situation;
  + Specific support to groups of children and/or individuals, both within the classroom and through withdrawal sessions.

1. Use specialist (curricular/learning) skills/training/experience to support pupils, as appropriate.
2. Assist with the development and implementation of Individual Learning Plans (ILP) and other personalised learning or behaviour plans.
3. Establish productive working relationships with children, acting as a role model and setting high expectations.
4. Promote the inclusion and acceptance of all children across the school
5. Support children consistently whilst recognising and responding to their individual needs.
6. Encourage children to interact and work collaboratively with others and engage all children in their learning.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Provide feedback to children, in relation to progress and achievement.

# SUPPORT FOR TEACHERS

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/lesson plans, as appropriate.
3. Monitor and evaluate children’s responses to learning, through observation and planned recording of achievement against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required, to the teacher on children’s achievement and progress.
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
6. Undertake marking of children’s work and accurately record achievement/progress.
7. Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
8. Liaise sensitively and effectively with parents and carers, as agreed with the teacher.
9. Administer and assess routine tests and invigilate exams/tests.

# GENERAL RESPONSIBILITIES

1. Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
3. Contribute to the overall aims and ethos of the school.