

St. Peter's C.E. Primary School

Job Description

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TEACHING ASSISTANT (TA)

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.

Job Purpose

To work under the instruction/guidance of the Headteacher, Senior Leadership Team, SENCO and class teachers to undertake work/care/support programmes, to enable access to learning for pupils and to assist teachers in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area as directed.

Areas of Responsibility and Key Tasks

a) Support for Pupils

- Establish constructive relationships with pupils, communicate and interact with them according to individual needs and promote the inclusion and acceptance of all pupils
- Prepare and maintain a safe environment for all and deal with accidents, emergencies and illness according to school policy and encourage children's positive behaviour at all times
- Encourage and enable pupils to interact and relate to others and engage in activities led by the teacher
- Provide a supportive and challenging environment, enabling children to take risks safely
- Support all children, including those with disabilities or special educational needs, by providing care and encouragement enabling participation and access to learning activities and experiences
- *Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate*
- Encourage children's self-reliance, self-esteem, resilience and independence
- Use technology to support pupils' learning and develop pupils' competence and independence in its use
- *Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate*
- Support pupils to develop their reading, writing, speaking and listening skills by planning, delivering and evaluating additional learning activities as directed
- Support pupils to develop numeracy skills in order to use and apply mathematics by planning, delivering and evaluating additional learning activities as directed
- *Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher*

b) Support for Teachers

- Prepare, monitor and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans, including specific learning materials for use
- Set up, maintain and dismantle displays under the direction of the class teacher
- *Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour*
- *Support the teacher in monitoring, assessing and recording pupil progress /activities, providing detailed and regular feedback on achievement, progress and next steps*

- Promote good pupil behaviour by implementing agreed behaviour management strategies, dealing promptly with conflict and incidents, and supporting pupils in taking responsibility for their learning and behaviour
- Establish and maintain constructive relationships with parents, carers and families
- Prepare to run routine tests and examinations, implement and maintain invigilation requirements
- Provide clerical/ admin. support for class teachers in order to improve the quality of teaching and learning e.g. photocopying, typing, filing, collecting money etc.

c) Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding such as child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Carry out the duties of a Midday Meals Supervisor as and when required
- Contribute to the overall ethos, work and aims of the school
- Maintain working relationships with colleagues and develop your effectiveness in a support role by attending and participating in relevant meetings, training and other professional development as required
- *Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate*
- Accompany teaching staff and pupils on visits, trips and out-of-school activities such as swimming or sporting activities as required and take responsibility for the supervision of a group as directed
- If volunteering to lead an extra-curricular activity, prepare, lead, maintain and encourage effective working relationship during the activity

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

Reviewee

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Reviewer

Date: