St. Stephen's CE Primary School
Job Description Teaching Assistant
Scale 4

Purpose of Job:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision
- Implement agreed programmes of work with individual/groups, in or out of the classroom.
- Subject to agreement of arrangements, staff may also supervise whole classes occasionally in the short-term absence of teachers, with a primary focus of maintaining good order and keeping pupils on task.

Job Duties:

1. To have knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
2. To aid the pupils to learn as effectively as possible, both in group situations and individually by, for example, clarifying and explaining instructions, meeting physical needs as required whilst encouraging independence, ensuring the pupils are able to use the equipment and materials provided.
3. To assist the class teacher in devising strategies, drawing up and implementing action plans to overcome challenges.
5. To establish a supportive relationship with pupils and develop/promote self-esteem and positive attitude to learning.
6. Under the direction of the teacher to assist in the delivery of the national curriculum (particularly English and Maths) within the school by contributing to planning, using support materials to aid learning, and assessing a small target group of pupils in a planned programme of study.
7. To ensure resources are available and suitable for activities including preparing other materials where necessary, incorporating the use of ICT in the learning process, where appropriate.
8. In conjunction with the class teacher (and other professionals as appropriate) to maintain a system of recording pupil's progress in line with school policy.
9. To participate in curriculum planning, and the evaluation of the support programme.
10. To provide regular feedback about the pupils to the teachers.
11. Provide feedback to pupils in relation to progress and achievement
12. To liaise, advise and consult with other members of the team supporting the teachers when asked to do so.
13. To contribute to written reports and reviews on pupil's progress, including maintaining records, as appropriate.

14. Administer and assess routine tasks and tests as appropriate.
15. To maintain confidentiality and respect the privacy of children, parents and staff.
16. To administer first aid for pupils, under direction, where appropriate training has been provided.
17. To attend relevant in-service training
18. To be aware of school procedures and comply with these.

Playground Supervision:
To be responsible for the supervision of pupils in a given area of the school during breaks.

Main Activities and Responsibilities
1. To supervise pupils during break about the school premises and in play areas.
2. To assist and direct pupils around the site
3. To liaise with any particular child's class teacher as required
4. To organise activities for pupils in the playground or in the classroom if the weather is wet.
5. To help pupils if they have had a trip/slip/accident in the playground and send to relevant first aide personnel.
6. To listen to and talk with pupils to a positive experience of playtime
7. To be vigilant in the playground in terms of strangers/visitors to the school
8. To be aware of the school's health and safety, race equality and behaviour management policies
9. To follow the set rota or be flexible in terms of the need of the school and its pupils

Role of Teaching Assistant
Selection Criteria

1. Excellent spoken and written English
2. Education qualifications English & Maths GCSE, GCE, CSE or equivalent overseas secondary
school certificate, NVQs
3. Evidence of previous work with children
4. Proven record of previous employment, attendance and punctuality.
5. To be able to demonstrate an understanding of this vital role in the school
6. Commitment to the school's policies and the ability to apply this to the needs of a high achieving two form entry multicultural school.