

## Job Description

### Temple Sutton Primary School

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Pay scale:</b>	Level 4
<b>Location:</b>	Temple Sutton Primary School
<b>Responsible to:</b>	SENCo
	No line management responsibilities
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>■ To work with individuals and/or groups of pupils, supporting them to make progress towards their next steps and/or individual learning or development goals.</li> <li>■ To work in partnership with teachers and other professionals to support learning.</li> <li>■ To implement agreed programmes with individuals/groups, in or out of the classroom.</li> <li>■ To support pupils to engage positively in activities during break and lunch times.</li> <li>■ To safeguard and promote the welfare of all pupils and young people, and follow school policies and the staff code of conduct.</li> </ul>
<b>Job context:</b>	This role is primarily about supporting pupils with learning, working alongside teachers and other professionals to meet the needs of learners.

#### Key areas of responsibility

<b>Support for pupils</b>	<ul style="list-style-type: none"> <li>■ To use skills, experience and training to support pupils with their learning and development, including engaging them in positive activities during unstructured times.</li> <li>■ To work with pupils responsively, understanding their needs and supporting them to make progress through appropriate adaptations, scaffolding and questioning.</li> <li>■ To work with individuals and/or small groups of children under the direction of teachers, the SEND team and other professionals.</li> <li>■ To understand and support the specific needs of children on the SEND register and support progress towards their targets (e.g. EHC Plans, Individual Support Plans (ISPs), Annual Reviews).</li> <li>■ To assist with the development, implementation and review of ISPs.</li> <li>■ To establish good working relationships with pupils, acting as a role model and setting high expectations for their learning and behaviour.</li> </ul>
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	<ul style="list-style-type: none"> <li>■ To use positive behaviour management and de-escalation strategies when managing challenging behaviour.</li> <li>■ To support learning by arranging/creating resources for lessons/activities in liaison with the class teacher or other professionals.</li> <li>■ To promote the inclusion and acceptance of all pupils within the classroom.</li> <li>■ To support pupils consistently, whilst recognising and responding to their individual needs.</li> <li>■ To encourage pupils to interact and work cooperatively with others.</li> <li>■ To promote independence and employ strategies to recognise and reward achievement of self-reliance.</li> <li>■ To provide feedback to pupils in relation to progress and achievement.</li> </ul>
<p><b>Support for the teacher</b></p>	<ul style="list-style-type: none"> <li>■ To work with the teacher to establish an appropriate learning environment.</li> <li>■ To participate in the planning and evaluation of learning activities with the class teacher, providing feedback on pupil progress, engagement and behaviour.</li> <li>■ To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.</li> <li>■ To provide objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>■ To be responsible for keeping and updating records as agreed with the teacher.</li> <li>■ To undertake marking of pupils' work and accurately record achievement/progress.</li> <li>■ To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> <li>■ To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents as directed.</li> <li>■ To administer and assess routine tests and invigilate exams/tests.</li> </ul>
<p><b>Support for the curriculum</b></p>	<ul style="list-style-type: none"> <li>■ To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs and supporting the development of skills and knowledge.</li> <li>■ To support the use of ICT in learning activities and develop pupils' competence and independence.</li> <li>■ To help pupils to access learning activities through specialist support.</li> </ul>

	<ul style="list-style-type: none"> <li>■ To determine the need for, prepare and maintain equipment and resources.</li> </ul>
<b>Support for the school</b>	<ul style="list-style-type: none"> <li>■ To be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>■ To be aware of and support differences and ensure all pupils have equal access to opportunities.</li> <li>■ To contribute to the overall ethos/work/aims of the school.</li> <li>■ To develop positive relationships with colleagues, working constructively as a member of the school staff team.</li> <li>■ To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.</li> <li>■ To attend and participate in regular meetings (including appraisal) and training as required.</li> <li>■ To recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>■ To supervise pupils on visits, trips and out of school activities as required.</li> <li>■ To supervise pupils for limited and specified periods, including break times and/or lunchtimes, when the post holder should facilitate learning, games and activities.</li> </ul>
<b>General responsibilities</b>	<p>All employees are expected to:</p> <ul style="list-style-type: none"> <li>■ undertake any training commensurate with the post;</li> <li>■ show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others; and</li> <li>■ support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.</li> </ul> <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business.</p> <p>This job description does not form part of the contract of employment.</p>

<b>Post Holder Signature:</b>	_____
<b>Date:</b>	_____

## Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications			
Professional Experience and Knowledge			
Personal aptitude, qualities and skills			