

## St George's CE Primary School



<b>Job Title:</b>	<b>Teaching Assistant (TA)</b>
<b>Grade:</b>	<b>1 + SEND allowance</b>
<b>Responsible To:</b>	Headteacher, SEND co-ordinator
<b>Key Relationships/ Liaison with:</b>	Teachers, Other classroom support staff, SEND co-ordinator
<b>Job Purpose:</b>	A TA will work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils.

### MAIN DUTIES AND RESPONSIBILITIES:

- To work under the supervision of a teacher to plan, deliver and evaluate learning activities for an individual and specific groups, providing feedback on pupil engagement and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To promote the development of pupil's self-reliance, self-esteem and emotional wellbeing.
- To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
- To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
- To promote the development of positive relationships and acceptable behaviour in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To attend and contribute to all relevant meetings and reviews either verbally or in writing, as directed.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To provide support for bilingual / multilingual pupils if required.
- To implement individual learning programmes as directed by the class teacher and SENDCo. This may also involve writing or contributing to individual provision maps.

- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To assist volunteers based in your work area, as appropriate.
- To encourage participation in structured and unstructured learning activities, including play.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.

**Optional extra responsibilities, not affecting the grade**

- To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
- To provide toileting support to pupils as necessary.
- To support, as appropriate, in instances where pupils are unwell whilst at the school.
- To assist in the running of extra-curricular activities.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) This post is subject to a check being carried out by the Disclosure and Barring Service regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

Postholder's signature: .....

Date: .....

Headteacher's signature: .....

Date: .....