



## Southcote Primary School – Job Description Teaching Assistant

Job Title:	Teaching Assistant - (General)
Responsibility to:	Class teacher - Team leader - DH / HT
Job Purpose:	To work under the instruction/guidance of the class teacher and team leader in undertaking work/care/support programmes either in the classroom or outside the main teaching area. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

### Support for pupils:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils, acting as a role model and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

### Support for the teacher:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Mark group work, following school marking policy
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc including relevant APP responses
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents / carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical / administration support e.g. photocopying, typing, filing, collecting money etc

### Support for the curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. PNS, EY and FS, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### Support for the school:

- To work as part of a team under the leadership of the phase team leader
- 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 the line manager
- Be aware of the equal opportunities and behaviour policies of the school and apply them
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / works / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To set up and run a playground zone every day at break time.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To follow school Health and Safety and safeguarding procedures.

At Southcote Primary School all staff work under the conditions laid out in the DfE Pay and Conditions Document.

Signed		Date	
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