

## Langdon Primary School – Job Description

**Position:** Teaching Assistant

**Job Purpose:** To support the class teacher in the teaching and well being of children to ensure they attain high individual targets

### **1 Duties**

- a) To work under the direction and guidance of the Head Teacher and class teacher to assist in the educational and social development of pupils.
- b) Implement structured learning activities/teaching programmes and support pupils in accessing learning activities under the guidance of the class teacher, providing feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential.
- c) Work with larger groups of children or the whole class on occasions to allow the teacher to participate in activities related to their role.
- d) Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to pupil learning.
- e) Be able to use a range of strategies to deal with classroom behaviour and understand individual behavioural needs to ensure pupils' learning needs are met.
- f) Assist the class teacher with observation and monitoring of the progress of the pupils, maintaining accurate records, in order to ensure documentation of all interventions with pupils.
- g) Administer routine tests and undertake routine marking as directed maintaining records as requested in order to allow the class teacher to concentrate on other activities requiring their professional input.
- h) Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage pupils to take full responsibility for their own behaviour in order to maintain required standards of discipline and pupils' wellbeing, health and safety.
- i) Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- j) Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc. whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils learning needs are met.
- k) Ensure specialist equipment is maintained, checking it for quality/safety and monitor and manage stock and supplies, cataloguing as required. Demonstrate and assist others in the effective use of specialist equipment/materials to ensure equipment/materials are safely and effectively used.

- l) Provide clerical/admin support and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the class teacher deliver the specific learning programme set for each child.
- m) Participate and supervise pupils in off-site activities as directed by the Head Teacher and/or class teacher eg. educational trips.
- n) Supervise in PE lessons and at playtime to ensure the continued safety of the pupils.
- o) Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- p) Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- q) Be a good role model within the school including in terms of punctuality and showing good rates of attendance and outside of school, maintaining a professional image in society.
- r) Show flexibility in all aspects of your work and be prepared to go the extra mile, without being asked, if needed.

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.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.