



Sutton Valence Primary School

Teaching Assistant

Job Description

Name:

**Key Role:**

To work under the guidance of teaching/senior staff to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To support and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities. Offer and carryout positive play sessions for SEND children. To support our Earthclass provision for learning outside.

To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.

**Specific Duties and Responsibilities**

**1. Support for Pupils**

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance.
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations.
- To focus on individual pupils to ensure their needs are being met within the group
- To work with other staff to develop and implement the Personal Progress Plans for pupils
- To encourage pupils to interact and work co-operatively with others
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
- To promote the inclusion and acceptance of all pupils within the classroom
- To participate in pupils' play and extend and stimulate language through conversation
- Assist pupils with access to learning via use of ICT – communicate in print etc.
- To lead an intervention across a group of pupils

**2. Support for Teachers**

- To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- To liaise with other professionals to ensure an appropriate learning environment
- To set out, prepare, use and tidy equipment
- To promote home school partnerships

- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Record basic data
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the teacher/SENCo contributing to reviews of systems/records as required
- In class to undertake marking of pupils work as agreed with the teacher and accurately record achievement/progress using the schools Feedback and Marking policy
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- To provide general clerical support e.g. administer classwork, produce worksheets for agreed activities, photocopying, filing, etc.
- To work with an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

### **3. Support for the Curriculum**

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs
- To set out and prepare equipment indoors and outdoors
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources.

### **4. Support for the School**

- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To support Earthclass learning in the outside environment
- To complete First Aid training
- To display pupils work to reflect their achievement
- To supervise pupils on outings and visits as required
- To supervise pupils at lunchtimes
- To attend staff meetings as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Senior Leadership Team, receiving training where necessary from the school
- To complete school pro-forma to report concerns and behaviour incidences
- To treat all information relating to pupils as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
- To be a proactive member of the school and class team
- To participate positively and professionally in effective relationships with team members

- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

**GENERAL**

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

Signed.....

Date.....