

St John's Church of England Primary School

General Class Teaching Assistant

Job Description

Job Title: Teaching Assistant

Responsible to: Class Teacher and appraised by Assistant Headteacher

Core Purpose

The key accountability is for ensuring **that individual pupils and/or small groups**, under the **direction and supervision of a class teacher** make **sustained** and when needed **rapid progress** in **all aspects** of their **learning at school** on a lesson by lesson basis and over time. Teaching Assistants will provide support to enable class teachers to generate **pace** and **rigour** in lessons and support **robust approach to assessment** as a crucial part of the continuous learning platform needed to progress. This is the core business for which a teaching assistant must hold her/himself and be held by the Headteacher and relevant line leader to rigorous account on behalf of the children.

Professional Responsibilities

- Implement structured learning activities/teaching programmes and support pupils in accessing learning activities under the guidance of the class teacher.
- Provide feedback to pupils in relation to their progress and achievement in order for pupils to reach their next steps.
- Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to pupil learning.
- 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.
- Be familiar with, and comply with a full range of policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Provide clerical/admin support and undertake basic recording keeping in respect of pupil learning, behaviour management, and child protection as directed.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Contribute to the overall work/aims of the school and, in liaison with the teacher, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of pupils
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

- Support the Christian ethos of the school

This School is committed to safeguarding and protecting the welfare of all children and young people and expects all staff and volunteers to share this commitment.

Working Time/Review

This job description sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, but does not direct the particular amount of time to be spent carrying them out. There are not definitive working time arrangements in the national conditions of employment. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

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Signed Headteacher: _____

Date:

Signed Post Holder: _____

Date: