



EASTCHURCH PRIMARY SCHOOL TEACHING ASSISTANT JOB DESCRIPTION

Grade: APLB

Responsible to: Line Manager

Primary Purpose of the role

- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
- Lead and supervise the activities of individuals or groups of children within the classroom and outside learning environments

Main Duties and Responsibilities

- Under the instruction/guidance of a teacher support pupils within the school, including those who are identified as Pupil Premium, CiC, SEND, More Able, EAL or in any other vulnerable group
- Follow the school's Behaviour Policy and any Individual Behaviour Plans
- Assist pupils in the use of resources, including IT
- Maintain pupil's interests and motivation
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing of incontinent /sick children, dressing and undressing
- Support individuals and groups with work assigned by the teacher in raising core skills
- To be aware of pupil's individuality, achievements, progress and report or record as agreed with class teacher
- Establish a constructive relationship with pupils and interact with them according to individual needs
- Provide feedback to pupils and parents in relation to progress and achievement under the guidance of a teacher
- Provide support for learning activities by making a contribution to supporting a teacher in the

planning and evaluation of learning activities

- Make a contribution to organising safe and secure learning environments in which children have the opportunity to interact and explore
- Contribute information to pupil records (e.g. assessment information)
- Build effective partnerships with parents
- Monitor pupil's responses to learning activities and record achievement/progress as directed
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos and aims of the team and school and attend and participate in relevant meetings as required
- Supervise and support pupils during lunchtime (TA lunch will be allocated before or after the duty)
- Carry out break duties and other supervisory roles as required
- Support the school by attending off site trips as required
- Design and create displays
- Adhere to school policies and any school-specific procedures / rules that apply to this role.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.