



**Job Description:** (Pupil Support Teaching Assistant)

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**School:** St. Mildred's Primary Infant School  
**Grade:** Kent Range 3  
**Responsible to:** SENCO & Head of School

**Main Functions:** To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to best use of the educational opportunities available to them.

### **Purpose of job**

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning.
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- To carry out specific administrative /procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils' progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet) and medical needs where appropriate.
- To assist in the maintenance of children's records.
- To promote and model the school's values of Honesty, Enjoyment, Achievement, Respect and Teamwork.
- To support children during less structured times of the day including lunchtimes

**To undertake all of the following:**

- Work as part of a team and assist the class teacher in ensuring quality education for the children.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning.
- Work or play with individuals/small groups of children by carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the class teacher.
- Assist the teacher by implementing advice and programmes of support provided by specialist outside agencies involved in the children's education. These may involve speech therapists, educational psychologists, specialist teachers for learning and communication and physiotherapists.
- Help to develop and adapt appropriate resources and materials such as visual prompts to support children's specific needs and implement agreed strategies to enable them to access the learning environment and progress with their learning
- Maintain accurate records of interventions.
- Supervise individual pupils during break times when required
- To support the pupil in developing social skills in and out of the classroom.
- To support the use of ICT in learning activities and with specific programmes to support learning (For example Clicker 6)
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of safeguarding responsibilities, referring any matters to the appropriate designated person for further action.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with maintaining good behaviour throughout the school at all times, following the school's behaviour policy and procedures.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Assist with the preparation of resources e.g. photocopying, filing of work, making games and the creation and mounting of displays for children's work.
- Attend appropriate staff meetings and training days/events as requested.
- Lunchtime supervision to include supervising the eating of lunch and supporting activities in the playground.

## **Wider contribution**

Examples of this would be:

- Attend and assist at school events e.g. parents evenings, festivals, Summer and Christmas fairs.

This is not an expectation, however, if you have had the opportunity to demonstrate wider contribution this will be assessed as part of your appraisal.

If not, overall assessment under Total Contribution Pay will not be adversely affected.

## **Other responsibilities**

Any other duties required by the teacher or Head within the scope of this post. The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.