Title and Grade of Post: Teaching Assistant

Main Job Purpose: To support and lead pupils in their activities at school.

To use secure knowledge and experience of working with primary school pupils, including those with SEND to support their learning across the curriculum.

Responsible for: \_\_\_ hours of working with mainstream classes, small groups, 1:1 under the direction of the class teachers, SENCo and LT.

Reporting to: LT or AHT for Pedagogy

**Main Expectation of the Role**

*Teaching Assistants make the education of pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teaching Assistants act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as Teaching Assistants up to date and are self-critical; forge positive professional relationships and work with parents in the best interests of the their pupils.*

**1. Support for Pupils**

* Under the guidance of the associated class teachers, LT or SENCo , supervise activities of individuals or small groups of children; such as daily tasks, handwriting, phonics or reading.
* Act as a support classroom assistant for specific pupils, under the guidance of the class teacher.
* Maintain the interest and motivations of the disadvantage pupils.
* Support individual pupils, assigned by class teacher, AHT or SENCo in raising core skills.
* To be aware of pupils’ problems, achievements, progress and report to the teacher as agreed.
* Establish a constructive relationship with pupils and interact with them according to their individual needs.
* Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.
* Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting them in line with school policy.

**2. Support for Teachers / School**

* Provide support for learning activities by making a contribution to supporting a teacher in planning, supporting delivery and evaluation (including Provision Mapping/Conferencing)
* Making a contribution to organising effective learning environments and making appropriate records
* Design and produce or assist in the making of displays.
* Contribute information to pupil records (Eg. Assessment information, provision mapping/conferencing)
* Liaise with parents if appropriate.
* Monitor pupil responses to learning activities and record achievement / progress as directed.
* Provide regular feedback to teachers on pupil achievement, progress and problems.
* If appropriate, cover lesson(s) for a teacher (Eg. Due to illness, meetings, PPA)
* Establish constructive relationships with parents / carers where appropriate.
* Support the use of ICT in learning activities and develop pupil confidence and safety in its use.
* Participate in training and other learning activities and performance development as required.
* To uphold and promote the policies and procedures relating to Safeguarding, Child Protection, Equal Opportunities, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
* Contribute to the overall aims, ethos, vision , work of the team and school.
* Promote the schools Christian values of Compassion, Thankfulness, Forgiveness, Wisdom, Friendship and Trust
* Attend and participate in relevant meetings as required.
* Fulfil at least one playground duty per week and attend scheduled worships
* To uphold and promote the professional standards for Teaching Assistants as detailed in App 3 of the school code of conduct.