



**Goat Lees Primary School  
Job Description ~ Teaching Assistant**

<b>JOB TITLE:</b>	<b>Teaching Assistant</b>
<b>HOURS:</b>	<b>32.5 hours a week Term time only (39 weeks to include staff development days)</b>
<b>GRADE:</b>	<b>KR3 (£21,293 FTE) This position is paid pro rata</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>

*This job description may be amended at any time following discussion between the Headteacher and the member of staff*

**Duties and responsibilities**

- Supporting individuals and groups in achieving lesson objectives, helping every individual to achieve their best
- Providing effective feedback to children and teachers including appropriate record keeping to support learning process
- Understanding children as individuals and supporting them in overcoming any barriers to learning by supporting them knowledgeably and sensitively
- Preparation of learning resources in liaison with teachers
- Support the class teacher in liaising with parents
- Assisting in the creation of effective displays

**Behaviour and Safety**

- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

**Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member
- Contribute to the professional development of other staff and support the induction of new staff

**Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Effective communication with parents/carers and other partners and professionals to achieve best possible outcomes for children
- Make a positive contribution to the wider life and ethos of the school, eg organising and running an after school activity club

**Administration**

- Support Class Teachers in the general administration necessary for the effective running of the school

**Professional development**

- Participate in reviewing the effectiveness of your support and its impact on pupils' progress, attainment and wellbeing and respond to advice and feedback from colleagues
- Participate in appropriate training to ensure every child is well understood and supported in reaching their full potential in all aspects of their school experience
- Annual Appraisal

**Other**

- To have professional regard for the ethos, policies and practices of Goat Lees Primary School, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

*June 2023*