Offham Primary School

Offham Primary School Teacher Assistant

Reports to: Class Teacher
Manager: Inclusion Manager
Job Holder's Name:
Grade: KR3

- Work alongside the class teacher to support all pupils learning
- Make sure that equipment/resources/materials are set out on time and as per instructions received from the Class Teacher.
- As required provide 1:1 support for specific children.
- On occasions cover the Class Teacher with prepared plans.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets.
- Take groups planned by the teacher.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- To support the calm, nurturing classroom environment.
- Provide clerical/admin support to the Class Teacher.
- Undertake basic record keeping in respect of pupil learning, assessment, behaviour management, child protection etc.
- Be aware of and comply with all policies and procedures and report all concerns to the appropriate person to ensure pupils' wellbeing and a safe working environment.
- Contribute to the School Development Plan of the school.
- Appreciate and support the role of colleagues and other professionals.
- Undertake training and other learning activities.
- Be actively involved in the Appraisal system.
- Carry out playground duty where required.
- Support changing reading books and library books.
- Print and label books as required.
- Relate well to children and adults, understanding their needs and being able to respond accordingly.
- Class first aid boxes must be checked regularly and anything getting low report to school office for caretaker to refill.

Agreed By ……Approved By …….
Job Holder Manager