



## NEWINGTON COMMUNITY PRIMARY SCHOOL

# Job Description for the post of Teaching Assistant

---

### Job details:

**Job title:** Teaching Assistant

**Salary:** CAT Grade 3 point 11

**Hours:** 32.5 hours per week, term-time only

**Contract type:** Permanent

**Reporting to:** Deputy Headteacher

### Main Purpose:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

### Duties and responsibilities:

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning
- To plan and deliver high quality, focused interventions which accelerates progress for pupils
- Support class teachers to ensure all pupils show the 'Newington Way', demonstrating our Core Values of Morality, Curiosity, Grit, Zest, Collaboration, Versatility and Respect, and managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

#### Working with others

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers and other relevant professionals within and beyond the school
- Understand their responsibility to share knowledge to inform planning and decision making
- Develop effective professional relationships with colleagues

### **Knowledge and Understanding**

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- Take opportunities to acquire the appropriate skills, qualifications and/or experience required for the Teaching Assistant role, with support from the school
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role

### **Personal and professional conduct**

- Proper and professional regard for the ethos, policies and practices of the school
- Demonstrates positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Have high regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practices
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity
- Commitment to improving practice through self-evaluation and awareness
- Follow school policies and the staff code of conduct

### **Whole- school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- To maintain the highest standards of confidentiality at all times

### **Other areas of responsibility**

- To supervise pupils during the mealtime period
- To run an after school club
- Any other task – as requested by the Headteacher and which shall be deemed to fall within the general boundaries of the post

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager and may be amended from time to time, without changing the level of responsibility associated with the post or grade.

