

# **SOUTHBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL**

## **JOB DESCRIPTION – TEACHING ASSISTANT**

### **Main purpose:**

To provide support to teachers in order to raise children's achievement and attainment in all areas.

### **Key Responsibilities:**

- To demonstrate and promote the high expectations, positive values, attitudes and behaviour you expect from pupils you work with.
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Prepare classrooms and clear afterwards and assist with the display of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money, record keeping.
- Administer and mark routine tests as required.
- Liaise with parents, carers and other agencies under the direction of a teacher.
- Assist with the development and implementation of individual education plans and personal care programmes as required.
- When required, supervise whole classes during the short term absence of a teacher e.g. up to half a day.
- Within an agreed system with teacher/SENCO, follow schemes, plan, deliver and evaluate programmes of work for groups of pupils that meet teaching and learning objectives.
- A willingness to be involved in extra-curricular opportunities and residential trips, as requested.
- To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching programme.
- To monitor pupils' participation and progress, providing feedback to teachers and giving constructive support to pupils as they learn.
- To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners.
- To support teachers in evaluating pupils' progress through a range of assessment activities.
- To contribute to maintaining and analysing records of pupils' progress
- To improve own practice, including through observation, evaluation and discussion with colleagues
- Assist with the planning and delivery of learning activities.
- To support children at play times/lunch times through structured play opportunities
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher.

### **Equalities:**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

### **Health and Safety:**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection; and report all concerns to an appropriate person. Strict confidentiality must be maintained at all times.

