



Minster Church of England Primary School

Job Title: Teaching Assistant / PPA Cover

Directorate: Education & Libraries

Reports to: Lead Teaching Assistant

Section:

Job Holder's Name:

Location: Schools

Post Number:

Date:

Grade: KR3

1. PURPOSE OF JOB

- Support/lead groups to ensure the children attain the targets set for them by their class teacher.
- To contribute towards the accelerated progress of children who are vulnerable, enabling them to reach their full potential.
- To lead PPA cover as directed
- Use data and assessment to ensure maximum impact is achieved through their provision groups.
- Regularly inform and contribute towards the provision maps for the classes they are working with.
- Communicate effectively with class teachers on planning, teaching and assessment.

2. DIMENSIONS

Budget: None

Subordinates: None

3. PRINCIPAL ACCOUNTABILITIES

- Ensure you are aware of and are working towards the new TA standards published 2012.
- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- 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. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide support to teachers through the completion of the 21 tasks that teachers shouldn't routinely do.
- Undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Take children individually or in small groups to complete learning programmes as directed by the class teacher or KS Leader.

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

4. NECESSARY EXPERIENCE

- Good standard of general education together with good numeracy and literature skills.
- Previous experience of working with children.
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- To take responsibility and plan for whole class PPA sessions

5. SCOPE FOR IMPACT

Teaching Assistants provide support to teachers to ensure learning is maximised at all times.

TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

6. JOB CONTEXT

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a Class Teacher / KS Leader / AHT / SENCO / Head of School.

They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.

TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

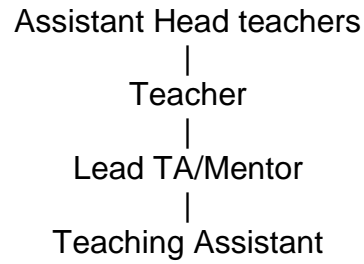
Required to supervise a class for short periods to cover a Class Teacher.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

7. ORGANISATION (not line management responsibility)

Executive Head teacher/Head of School

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8 CHANGE STATEMENT

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles. As part of the Single Status agreement Learning Support job families are being created and roles at all levels are being evaluated in this light.