



## Godinton Primary School

### JOB DESCRIPTION

**POST:** Teaching Assistant

**REPORTING TO:** Class Teacher / Assistant Head – Inclusion  
then Headteacher

#### **Job Summary**

Teaching Assistants will provide support for children, the teacher and the school in order to raise standards of achievement, by utilising knowledge and skills about Primary Education.

To work as part of a professional team, under the direction of a teacher, to deliver learning to groups of children. Contribute to the management of pupil behaviour and support pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Review and develop own professional practice.

#### **Main Duties**

#### **Teaching and Learning**

1. Implement structured learning activities/teaching programmes and support all pupils in accessing learning activities under the guidance of the class teacher, providing feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential. Adjust activities according to pupil responses and needs.
2. Provide detailed verbal and written feedback about children's progression.
3. Be familiar with lesson plans, learning objectives and individual and curricular targets.
4. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
5. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
6. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
7. Assist in organising and safely managing an appropriate learning environment (both indoors and outdoors) and resources.
8. Promote and reinforce children's self esteem and independence.

9. Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language
10. Be expected to contribute to meetings with parents as and when required in order to inform about pupils' progress. This may include home visits.
11. If required, take the register in the morning and afternoon, and provide appropriate pastoral support at these times.
12. Supervise child initiated sessions where required , and scaffold learning opportunities for the children during these sessions.

### **Monitoring, Observation and Assessment**

13. Complete observations of the children where required.
14. With teachers, evaluate children's progress on the basis of ongoing assessments and observations.
15. Assess children's responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
16. Monitor children's participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
17. Administer routine tests and undertake routine marking as directed maintaining records as requested in order to allow the class teacher to concentrate on other activities requiring their professional input.

### **Mentoring, Supervision and Development**

18. Offer mentoring support to newly appointed Teaching Assistants where required.
19. Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school where relevant. Also participate in staff meetings and training days/events as requested.
20. Contribute to the overall work/aims of the school and, in liaison with the class teacher, establish constructive relationships and communicate with other agencies/ professionals where necessary in order to support the development of children.
21. To supervise the children when the Class Teacher may be called away for short periods.

### **Behavioural and Pastoral**

22. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
23. Assist in maintaining good discipline of children throughout the school and escort and supervise pupils on planned visits and journeys.
24. Provide support and assistance for children's pastoral needs or physical needs, for example, dressing, caring for sick, injured or distressed children, administering medicines and assisting with toileting.
25. Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
26. Facilitate pastoral support groups under the direction of the class teacher or **SENCO** as required.

### **Administrational / Supervisory**

27. 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.
28. To assist in the creation of displays around the school.
29. To supervise outdoor and indoor playtimes and child initiated activities.
30. To provide administrational support to teaching staff e.g. photocopying, entering test results onto the network.

### **Additional Duties**

1. Any other relevant duties required by the class teacher, senior member of staff or Headteacher.
2. Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
3. Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school where relevant. Also participate in staff meetings and training days/events as requested.

4. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with the post.

Signed: \_\_\_\_\_

POSTHOLDER

Date:

Signed: \_\_\_\_\_

HEADTEACHER

Date: