

## **Job Description: Graduate Teaching Assistant**

### **Main Purpose**

- The postholder will be responsible for supporting children with their learning, including those with special educational needs under the direction and guidance of class teachers and to provide for the social, educational and welfare needs within the school.

### **Duties:**

- To support and uphold the school's vision and values
- To help children of all abilities, including those with special educational needs to learn as effectively and independently as possible, both individually and in small groups
- To run a range of interventions to support individuals and small groups
- To prepare materials and resources to support individuals, small groups and classroom activities
- To work with children on individual targets in reading, writing and maths
- To support children's emotional development and resilience when approaching learning tasks
- To support children's behaviour in line with the school's vision, values and positive behaviour policy
- To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners.
- To assist with children at the beginning and end of the day and in the playground as required
- To supervise whole classes when required.
- To have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate
- To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the Headteacher
- To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order
- To implement and promote the school's equal opportunities policies at all times and to value diversity
- To support the school's wide range of extra - curricular activities; including helping to run a club

### **To support the teachers including the following:**

- To report back to class teachers on the progress of children in literacy and maths, keeping written records as necessary
- To liaise with parents/carers and foster good links between home and school under the guidance of class teachers and the Inclusion Leader
- To support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children.
- To implement strategies, programmes of work and resources as laid out in Individual Provision Plans (IEPs) under the guidance of the SENCo and class teachers
- To assist with the planning, coordination and assessment of a child's Individual Provision Plan taking into account the recommendations and guidelines set out in the child's Educational Health and Care Plan where appropriate
- To make ongoing notes and assessments of children's progress and contribute to statutory meetings such as Annual Reviews

### **General**

- To attend relevant in-service and external training as and when required
- To administer first aid or carry out simple medical procedures in line with LA guidelines
- To attend and contribute to all school meetings as directed by the Headteacher
- To develop activities to promote social interactions between pupils during break times
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher