**Cliffe Woods Primary School**

 **Teaching Assistant**

**Job Description**



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**School vision**

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| **Cliffe Woods Primary School is a beacon of excellence, welcoming opportunities to share outstanding practice for the benefit of pupils within and beyond the school community.  We simply expect 'Excellence From All!'** |

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| Employment detailsCreated by TheSchoolBus  |
| Job title: | Teaching Assistant |
| Reports to: | Key Stage Deputy/Assistant Headteacher and the special educational needs coordinator (SENCO) |
| Main duties/responsibilities |
| Support children with mathematics, reading and writing on an individual, class or small group basis. |
| Help children who need extra support to complete tasks. |
| Give extra support to children with special educational needs, disabilities or English as an additional language. |
| Help the teacher to develop learning programmes and activities and adapt appropriate materials.  |
| Assist the teacher with marking and correcting work, and other administrative tasks.  |
| Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.  |
| Listen to children read, read to them and tell them stories. |
| Support the teacher in managing class behaviour. |
| Supervise group activities. |
| Look after children who are upset or have had accidents. |
| Take part in training, meetings and reviews.  |
| Create displays from pupils’ work.  |

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| Develop knowledge of the learning support needs of individual pupils. |
| For the pupils you are supporting: |
| * Aid their learning as effectively as possible.
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| * Clarify and explain instructions.
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| * Ensure they are able to use any equipment and materials provided.
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| * Assist them in weaker areas such as language, behaviour and social skills.
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| * Help them to concentrate on and finish work set for them.
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| * Meet physical needs as required while encouraging independence.
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| * Assist with the development and implementation of EHC plans.
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| Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. |
| Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher. |
| Support the use of IT and computing in learning activities and develop pupils’ competence and independence in its use. |
| Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum. |
| Help out with school events, trips and activities.  |
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**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.