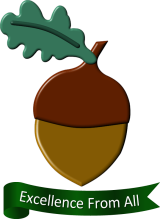
**Cliffe Woods Primary School**

**Teaching Assistant**

**Job Description**



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**Job Description**

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| **Cliffe Woods Primary School**  **Job description** |

**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 details Created 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. | |
| * Clarify and explain instructions. | |
| * Ensure they are able to use any equipment and materials provided. | |
| * Assist them in weaker areas such as language, behaviour and social skills. | |
| * Help them to concentrate on and finish work set for them. | |
| * Meet physical needs as required while encouraging independence. | |
| * Assist with the development and implementation of EHC plans. | |
| 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.