

Pluckley Church of England Primary School

Mrs Lorraine Smith, Head Teacher

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Founded 1850

"Enjoying, Learning and Achieving Together".

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JOB TITLE: Teaching Assistant
REPORTS TO: Headteacher

CORE PURPOSE: To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Key duties and responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data.
- Support children's learning through play.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.