

# Charlton CE Primary School

## Job description

### 1:1/small group Teaching Assistant

#### Main purpose of the job:

- To assist the class teacher in a range of duties to support one child and/or small group to ensure the pupils make progress on targeted areas.

#### Duties and responsibilities:

- **To develop the pupil's/group's social, emotional and communication skills so that the child/children can engage positively with both children and adults.**
- **To aid effective learning and develop cognition skills.**
- **To foster positive behavioural responses from the pupils.**

#### For example by:

- *Clarifying and explaining instructions, using visual cues and prompts to support comprehension.*
- *Motivating and encouraging the pupils, developing confidence and self-esteem.*
- *Liaising with the class teacher, the Inclusion Lead and with the parents and carers.*
- *Delivering planned activities to support the pupils using appropriate resources.*
- *Using specific intervention programmes.*
- *Encouraging the pupils to interact with others and engage in activities led by the teacher.*
- To give support to the pupils within the classroom, and on a withdrawal basis, individually or
- In a group of pupils.
- Provide feedback to the pupil/group in relation to progress and achievement (under guidance of the teacher).
- To actively encourage the development of the pupil's/group independence and self-help skills -for example to encourage emotional regulation and positive behaviour.
- To regularly support the pupil/group at break and lunch playtimes.
- Supervise the pupil/group on visits/trips under the supervision of the teacher.
- To make and assist with the preparation of materials and equipment for the pupil/group.
- To implement structured learning activities/teaching programmes, adjusting activities according to the pupil's/group's responses.
- Provide detailed and regular feedback to teachers on the pupil's/group's achievement, progress , problems etc. to ensure consistency of approach and to share successful strategies

- Support the use of ICT in learning activities and develop the pupil's/group's competence and independence in its use
- Administer routine assessment activities (including marking and feedback)
- To contribute to a system of recording pupil progress in conjunction with the class teacher and Inclusion Lead
- To participate in the evaluation of the support programme
- To provide information for more formal discussions and meetings with parents and outside agencies
- To care for and comfort the pupils/group in times of distress or difficulty
- Work in harmony alongside existing staff and activities within the classroom
- To contribute to the overall vision and values of our school.
- To support the implementation of the school's procedures and policies, including Child Protection, Health and Safety and data protection reporting all concerns to an appropriate person.
- To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately.
- To establish relationships and communicate with other agencies/professionals to support achievement and progress of the pupils/group.
- To attend and participate in relevant meetings, training and INSET days as required.
- Any other tasks as directed by the Headteacher or Inclusion Lead, which are consistent with the duties for the post.