**Downfield Primary School – Teaching Assistant**

**Pay grade: H3-4**

**Main Purposes**

* To work with teachers and leaders to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff.
* To support and liaise with all staff, pupils and parents in providing a broad and balanced curriculum.

**General Responsibilities:**

* To implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate.
* To participate in evaluation of learning activities, providing feedback to the teacher on pupil progress and behaviour.
* To support the teacher in monitoring, assessing and recording pupil progress/activities.
* To provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
* To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
* To support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
* To share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
* To understand and support independent learning and inclusion of all pupils as required.
* To undertake interventions to support the learning needs of individuals or groups under the direction of the Senior Leadership Team.
* To provide short-term cover supervision of classes in absence of teacher.
* To supervise, assist and interact with children during their play time / lunch breaks.
* To discuss with and assist the teacher-in-charge with planning of the development of the school curriculum.
* To ensure proper pupil development by adapting provisions according to needs, and the monitoring of progress: to actively participate in the provision of all aspects of the curriculum.
* Assist the teacher and/or other professionals e.g. speech therapists, in devising individual teaching programs involving basic self-care and cognitive skills.
* To help maintain records of the children’s developments and achievements.
* To attend staff meetings to assist in the planning of curricular programs and to contribute to the overall policies of the unit/class.

**Teaching Assistants may also undertake some or all of the following:**

* Work with individual / groups of pupils with SEND.
* Work with groups of pupils from the mainstream class.
* Work with pupils for whom English is not their first language.
* Support the work of volunteers and other teaching assistants in the classroom.
* Support the use of IT in the curriculum.
* Assist in escorting and supervising pupils on educational visits and out of school activities.
* Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays, as directed by the class teacher.
* Support pupils in developing and implementing their own personal and social development.
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
* Monitor and manage stock and supplies for the classroom, under the direction of the class teacher.

This job description may be amended at any time in consultation with the post-holder.