

Long Marston VA C of E Primary School

Job Description for the post of Teaching Assistant

Reports to:	Class teacher (on day to day issues) or Headteacher
Responsible for:	To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.
Knowledge and Competencies:	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • GCSE Grade C or above in English and Maths (or equivalent) • Intermediate knowledge of ICT • Basic knowledge of Health, wellbeing and safety • Awareness of keeping children safe • Basic knowledge of First Aid • Awareness of Data protection and confidentiality • Understanding of the Schools ethos and values <p><u>Competencies</u></p> <ul style="list-style-type: none"> • Communication (written and verbal) • Problem Solving • Team working • Active Listening • Motivation
Main Activities:	<p>Teaching and Learning-</p> <ul style="list-style-type: none"> • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate. • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour. • Support the teacher in monitoring, assessing and recording pupil progress/activities. • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. • Support learning by arranging/providing resources for lessons/activities under the direction of the teacher. • Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate. • Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate. • Understand and support independent learning and inclusion of all pupils as required. • Prepare classrooms and clear afterwards and assist with the display of pupils' work. • Provide clerical/admin support, e.g. photocopying, typing, filing, and collecting money, record keeping. • Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher. • Administer routine tests.

	<ul style="list-style-type: none"> • Liaise with parents and carers, under the direction of a teacher. • Assist with the development of MITs and personal care programmes. • Supervise, and provide individual support for, pupils with identified special educational needs. • Within an agreed system on supervision, plan, deliver and evaluate. programmes of work that meet teaching and learning objectives. • Support the work of volunteers and other teaching assistants in the classroom. • Monitor and manage stock and supplies for the classroom. • Provide short term cover supervision of classes. • Take responsibility for safeguarding children. <p>Other responsibilities-</p> <ul style="list-style-type: none"> • Uphold the Christian character of the school. • Reflect the school's aims and ethos in all your work. • Contribute to the provision of a safe, secure learning environment. • Overall pastoral care and discipline of the children in the key stage, in accordance with the school's behaviour policy. • Attend and participate within TA and class meetings as appropriate. • Be prepared to undergo CPD as appropriate.
Hours and Pay:	As per contract

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This Job Description may be reviewed at any time after consultation with you.

Signed...

(Teaching Assistant) Signed...

(Head)

Dated...

Dated...

