

# Elveden CE Primary Academy

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

## **Teaching Assistant – Job Description**

### **Summary of the role:**

Working under the guidance to implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes as appropriate.

**Line Manager:** Head of School

### **Main duties and responsibilities:**

- To work with the teacher to establish an appropriate learning environment.
- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To use specialist (curricular/learning) skills to support pupils.
- To assist with the development and implementation of IEPs as appropriate.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs.
- To implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To determine the need for, prepare and maintain general and specialist equipment and resources.
- To provide feedback to pupils in relation to progress and achievement.

- To provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
- To undertake marking of pupils' work and accurately record achievement/progress.
- To deliver PPA cover or other cover of classes as appropriate
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake planned supervision of pupils out of school hours.
- To supervise pupils on visits, trips and out of school activities as required.
- To support playground/break time/lunches and lunch playtime supervision e.g. educational games, crèche, prep (within employed hours).
- To provide general clerical/administrative support e.g. produce worksheets for agreed activities etc.
- To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e photocopier, laminator, changing displays, making books, labels, signs, ordering of resources and undertaking practical tasks to maintain a good standard of classroom appearance.
- Administer first aid as appropriate including medicine.
- To attend and participate in regular meetings as appropriate.
- To participate in training and other learning activities offered by the school to further knowledge (within employed hours).
- To carry out the above duties in accordance with the School's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.