

# Long Sutton C of E Primary School

## Job details

**Job title:** Teaching Assistant (TA)

**Contract type:** Part time

**Reporting to:** Class Teacher

## Main purpose

The TA will:

- › Work with class teachers to raise the learning and attainment of pupils
- › Promote pupils' independence, self-esteem and social inclusion
- › Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement as directed by the teacher

## Duties and responsibilities

### Teaching and learning

- › Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- › Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- › Teaching groups of children as directed through the teachers plans
- › Use effective behaviour management strategies consistently in line with the school's policy and procedures
- › Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment including tidying resources and the learning space
- › Observe pupil performance/learning and play and pass observations on to the class teacher through marking journals, tapestry or observation sheets
- › Supervise a class if the teacher is temporarily unavailable
- › Use ICT skills to advance pupils' learning
- › Undertake any other relevant jobs and duties given by the class teacher e.g. preparing resources, marking books of groups taught, handing out resources etc

### Planning

- › Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- › Read and understand lesson plans shared prior to lessons, and follow these as directed by the teacher
- › Prepare the classroom and resources for lessons

### Working with colleagues and other relevant professionals

- › Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- › Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

- › With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- › Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues, using a polite and appropriate manner.

## **Whole-school organisation, strategy and development**

- › Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- › Make a positive contribution to the wider life and ethos of the school

## **Health and safety**

- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- › Look after children who are upset or have had accidents

## **Professional development**

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures

## **Personal and professional conduct**

- › Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- › Respect individual differences and cultural diversity

## **Other areas of responsibility**

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** August 2020

**Next review date:** August 2022

**Headteacher/line manager's signature:**



**Date:**

1/9/2020\_\_\_\_\_

**Postholder's signature:**

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**Date:**

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