



St Mary's CEVA Primary School
Teaching Assistant
Job Description

Name of Assistant:

Contract Hours:

Number of weeks per year:

Key Role:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed programmes or enable high quality learning with individuals/groups, in or out of the classroom, involving the teaching of the whole planning and teaching cycle.

To lead and maintain positive, effective and engaging learning activities for pupils.

To contribute to the whole school Christian ethos, nurturing, encouraging and enabling pupils to achieve, behaving as a positive role model for others

To promote safeguarding, British Values and SMSC

Staff may also supervise whole classes during the short term absence of teachers and to provide cover for PPA.

Specific Duties and Responsibilities

1. Support for Pupils

- To support pupils' development and promote independence in a safe, secure, challenging environment, employing strategies to recognise and reward achievements whilst promoting good behaviour.
- To support the learning of individuals and groups of pupils as identified through collaboration with the teacher and act as a positive role model, setting high expectations to ensure good level of progress.
- To ensure all pupils make progress within the focused learning group.
- To work proactively with other staff to develop and implement personalised plans.
- To encourage pupils to interact and work co-operatively with others.
- To observe, record and support the development and progress of pupils, to identify individual needs, target set, and to feed back to pupils in relation to their progress and achievement

- To promote the inclusion and acceptance of all pupils within the classroom and school environment
- To meet the physical/medical needs of the pupil, according to a pupil's individual care plan, whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures, provided appropriate training has been undertaken

2. Support for Teachers

- To have a clear understanding of the planning and learning programmes, working with teachers to support pupils appropriately
- Occasional supervision of the class in the course of short term absences of teachers and to provide cover for PPA ensuring quality first teaching is delivered to pupils
- To liaise with other professionals to ensure an appropriate, stimulating learning environment
- To set out, prepare, use and tidy equipment and resources
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement and other matters
- To be responsible for keeping and updating records, as agreed with the teacher, contributing to review of systems/records as required.
- In class, to undertake marking of pupils' work, agreed with the teacher, and accurately record achievement/progress
- To administer and assess routine tests and assist in the invigilation of tests, as agreed with the teacher
- To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office
- To work within the school's behaviour and discipline policy, to anticipate and manage behaviour constructively, promoting self-control and independence within a nurturing environment

3. Support for the curriculum

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs
- To implement local and national learning strategies, making effective use of opportunities provided through training and development to improve skills
- To support learning through the use of ICT, develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support

- To determine the need for, prepare and maintain general and specialist equipment and resources

4. Support for the school

- To promote the policies and ethos of the school and to promote it's Christian values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To display information and pupils' work which reflects their achievement to a high standard
- To follow the safeguarding procedures effectively
- To supervise pupils on outings and visits as required
- To supervise pupils at break times and lunch times, as required
- To attend staff meetings, as required
- To be aware of and comply with policies and procedures relating to safeguarding/health and safety, referring all concerns appropriately, receiving training as appropriate
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training as appropriate
- To be a proactive member of the school and class team
- To participate positively and professionally in effectively developing relationships with the school community
- To provide appropriate guidance and supervision and assist in the training and development of staff
- To undertake planned supervision of pupils' out of school hours learning activities (as agreed)
- To attend relevant courses and learning activities, in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects.

GENERAL

- The Teaching Assistant may be called upon to perform other duties that Senior Leaders considers reasonable, that are commensurate with the grading and designation of the post

PERSON SPECIFICATION FOR EFYS TEACHING ASSISTANT

	Essentials	Desirables
Skills	<p>Ability to work and communicate with young children and build good relationships with children and adults. To be diplomatic and tactful.</p> <p>Ability to communicate with teachers and parents. Ability to work as part of a team and be a good team player.</p> <p>Be able to carry out long and short observations and assist in adding work to, 'Learning Journals'.</p> <p>Be able to Support groups within the class – e.g. phonics, circle times and focussed activity learning</p>	<p>Able to deliver pre - planned programmes of work to children.</p>
Knowledge	<p>Reading, writing and mathematics skills</p> <p>Understanding of Safeguarding in School; Health and Safety; Data Protection; Race Relations; Confidentiality issues</p>	<p>Child development. First Aid. Safe working practices.</p>
Experience	<p>Experience of working with children especially in the early years. Working with groups of children in an organised situation.</p>	<p>Understanding of behaviour management and ability to manage difficult behaviour effectively</p> <p>Understanding of the EYFS curriculum</p>
Other requirements	<p>To be enthusiastic, imaginative and creative. To have patience kindness and a genuine interest in children. To have energy, adaptability, flexibility and ability to work as a team. Willingness to accept direction, take part in training (for example, ICT, Child Protection) Able to take the initiative and make decisions. Willing to support health care/toilet plan.</p>	<p>To have excellent organisational skills. Confidence in dealing with children. Demonstrate an understanding of and a commitment to school improvement at all levels.</p>

Signed:

Name:

Date: