



## ST. ANDREW'S CE (VA) JUNIOR SCHOOL



### JOB DESCRIPTION

**POST TITLE:** Teaching Assistant

**GRADE:** Scale 3 (SCP 14 – 17).

**RESPONSIBLE TO:** The Headteacher

### PURPOSE OF THE JOB

To work under the specific supervision and guidance of the class teacher to support the teaching and learning activities in the classroom with individual and/or groups of pupils, differentiating programmes to meet pupil needs.

To provide general support to the class teacher in the organisation and management of teaching and learning in the classroom and developing good relationships with parents and carers.

### MAIN DUTIES AND RESPONSIBILITIES

#### Support for the Pupil

1. To make a substantial contribution to pupil learning plans and their implementation. Working with small groups of pupils and on a one to one basis.
2. Use specialist skills and training to support pupils with cognition and learning difficulties eg encouraging the pupils to engage with and benefit from the planned learning activity, including modifying the activities as agreed with a teacher if the pupil is making slow progress.
3. Working with small groups of pupils in particular with literacy, numeracy, use of phonics and guided reading.
4. To support working relationships with pupils, acting as role model and setting high expectations.
5. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
6. Implement and evaluate specific curriculum plans and activities for groups of pupils to meet the individual needs of those pupils.
7. To provide feedback to pupils in relation to progress and development including testing pupils for reading ages, and spelling tests.
8. To develop a range of learning support materials and resources (adapting where appropriate for individual pupil needs).
9. To work with individuals or groups of pupils in the use of ICT to support learning.
10. To monitor the progress of the pupil against the objectives in their plan.
11. To develop an understanding of specific pupil needs to help build effective learning.

12. Promote pupil independence and employ strategies to recognise and reward achievement of self-reliance.

13. To encourage pupil participation in school activities and interaction with others.

### **Support for the Teacher**

1. To work under direction and guidance of the teacher in the development and delivery of appropriate programmes of work.

2. Organise the assessment of individual or groups of pupils and assessing the needs of pupils and contribute to the development of their learning plans.

3. Develop, design and deliver training material to specific groups of pupils, differentiating as appropriate and adopting appropriate methods eg precision teaching techniques.

4. Design and produce worksheets or administer coursework with minimal supervision for groups of pupils.

5. Implement and evaluate specific curriculum plans and activities for groups of pupils to meet the individual needs of those pupils.

6. To work under the supervision of the class teacher to support learning, social, emotional and physical development of the pupils.

7. To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.

8. To contribute to the maintenance of pupil progress records and report on pupil performance

9. To participate in the evaluation of the support programme.

10. Provide support to the teacher in the management of pupil behaviour.

11. The provision of routine general administrative support for the teacher eg helping in the creation of displays, photocopying, laminating etc.

12. To work under the direction of the teacher in relation to supporting pupil record keeping.

13. Support in assemblies especially in relation to pupil behaviour management.

14. Under teacher supervision provide cover for absent teachers for PPA/cover in the planning and delivery of lessons.

### **General**

1. To further support the climate for learning to encourage high expectations from pupils.

2. To work collaboratively with school staff, parents/families and other agencies to ensure all interventions achieve the shared objective.

3. Attend meetings as required by the line manager.

4. To work within the team and share good practice.

5. To take part in any CPD activities appropriate to the role and participate in the appraisal process.
6. Support the development and implementation of initiatives and policies eg data protection, child protection, health and safety.
7. To respect the confidentiality of all pupils by using the School protocols for sharing information eg child protection information.
8. The postholder will be required to undertake any other professional duties as required by their line manager.