Chesterton CE Primary School
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Headteacher: Mr Iain Horner

TEACHING ASSISTANT JOB DESCRIPTION

GRADE 4, SCALE POINTS 4-5

PURPOSE OF ROLE
To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for all pupils and to assist the teacher in the management of pupils and the classroom. This may take place both inside and outside the classroom.

SUPPORT FOR PUPILS
• Supervise and provide particular support for pupils, including those with SEND, ensuring their safety and access to learning activities. • Assist with the development and implementation of Pupil Profiles. • Establish constructive relationships with pupils and interact with them according to individual needs. • Promote the inclusion and acceptance of all pupils. • Encourage pupils to interact with others and engage in activities led by the teacher. • Set challenging and demanding expectations and promote self-esteem and independence. • Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR TEACHERS
• Create and maintain a purposeful, orderly and supportive environment, in accordance with planning and assist with the display of pupils' work. • Use strategies, in liaison with the teacher, to support pupils to achieve learning goals. • Assist with the planning of some learning activities. • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed. • Provide regular feedback to teachers on pupils' achievement, progress, problems etc. • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. • Establish constructive relationships with parents/carers where appropriate. • Administer routine assessments and undertake some routine marking of pupils' work. • Provide clerical/admin. support (e.g. photocopying, typing, filing etc.).

SUPPORT FOR THE CURRICULUM
• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. • Support the use of ICT in learning activities and develop pupils' competence and independence in its use. • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
SUPPORT FOR THE SCHOOL
• Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with the supervision of pupils out of lesson times, at breaktime and lunchtime. • Accompany teachers and pupils on visits and out of school activities as required. • In accordance with the provisions of the current Health and Safety at Work Act, to take reasonable care for the health and safety of yourself, colleagues and pupils and to co-operate with their duties under statutory health and safety provisions .
SAFEGUARDING AND PROMOTING BRITISH VALUES
• To have due regard for safeguarding and promoting the welfare of children and British Values, and to follow all associated child protection and safeguarding policies as adopted by the school and the Local Authority.

Signature of post holder: _____ **Date / /**

Signature of headteacher: _____ **Date / /**