

MINCHINHAMPTON PRIMARY SCHOOL JOB DESCRIPTION TEACHING ASSISTANT

Teaching Assistants at Minchinhampton should make the education of pupils their first priority, and be accountable for achieving the highest possible standards in work and conduct. Teaching Assistants should act with honesty and integrity and be self-reflective; forge positive professional relationships; and liaise with parents in the best interests of the pupils.

VISION AND VALUES

We cherish all the people in our school.

Our aim for them:

‘Life in all its fullness’

For us, this means people who are flourishing:

- people who have the wherewithal to shape their own life well;
- people who take a delight in learning;
- people who are compassionate, who appreciate the value and preciousness of each and every person and all life on earth;

Hence people who help to make the world a better place.

JOB PURPOSE

Under the supervision of the class teacher and/or SENCO, to undertake a range of directed activities to support the educational and developmental needs of pupils, to assist teachers in the organisation and maintenance of classroom resources and to contribute to the supervision and welfare of pupils throughout the school. The particular duties of the Teaching Assistant will be determined by the classteacher and/or other line manager. This may include working with pupils with an Education and Health Care Plan. Activities may be undertaken within the classroom or in an alternative location.

MAIN DUTIES

Support for Pupils

- Supporting the learning of individual children or small groups in activities set by the teacher.
- Keeping the children on task.
- Showing positive encouragement and interest in pupils’ work.
- Assisting individuals in educational, physical and social needs.
- Helping pupils to become more independent learners.
- Supporting children’s emotional health so that they are ready to learn
- Developing pupils’ social skills.
- Providing 1-1 support and intervention.
- Plan, deliver and evaluate teaching and learning activities for individual pupils or groups of pupils under the teacher’s guidance or instructions. This to include supporting designated pupils with special needs through the delivery of appropriate aspects of the Graduated Pathway as directed by the relevant teacher and to contribute to reviews and liaison with outside agencies if required.
- To contribute to the supervisory arrangements for pupils during break times, planning and delivery of a daily lunchtime structured activity, supporting emotional and social health.

Support for the Teacher

- Providing support for English and maths lessons

- Providing support as requested for children on the Special Educational Needs Register and children requiring extra provision within the classroom.
- Carrying out work under the guidance of the class teacher.
- To undertake work set by the class teacher and help children to reach their next steps.
- Being involved at whole class level.
- Providing feedback to teachers.
- To help the implementation of inclusive education. Support for the School • Keeping school matters confidential at all times.
- Attending meetings with Headteacher and SENCo in school time.
- Implementing school relationship and behaviour policies.
- Have a restorative approach and supporting children through PACE.
- Encourage children to maintain the ethos of the school.
- To take part in any appropriate training opportunities.
- Implementing the schools core values
- Contribute to the assessment of pupils by teachers. Working under the direction of the teacher to observe pupil performance and report the results of the observations to the teacher.
- Contribute to maintaining all pupil records and the record-keeping system.