



**Barby CE Primary School**  
**Job Description**

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|------------------------|---|
| <b>POST:</b>           | <b>Teaching Assistant</b>   |
| <b>POST HOLDER:</b>    |   |
| <b>HOURS:</b>          | <b>29.58 hours per week (29hrs 35mins)</b><br><b>39 weeks (term time plus 1 week inc training days)</b> |
| <b>PAY GRADE:</b>      | <b>C Spine point 8-10</b>   |
| <b>ACCOUNTABLE TO:</b> | <b>Headteacher</b>  |

**Job Purpose**

To work alongside the class teacher in order to raise the achievements of all pupils, promote the intellectual, social and emotional development of children, undertake general whole school tasks and to ensure the welfare of staff and pupils as appropriate.

**Objectives**

- To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
- To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
- To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
- To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
- To promote the development of positive relationships and acceptable behaviour in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their mathematics and English skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if

required, with parents / carers / other professionals as appropriate.

- To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To assist volunteers based in your work area, as appropriate.
- To encourage participation in structured and unstructured learning activities, including play and lunchtime (timetabled and during breaks if required).

### **General Duties**

- Record interventions and report to the class teacher daily and to the SENCo as necessary.
- Meet and greet children before school, end of play and lunch times.
- Observe confidentiality and present a professional manner.
- To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional needs, and assist in the implementation and evaluation of the plans.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
- Report safeguarding concerns to the Designated Safeguarding Lead promptly following school protocols.
- To provide toileting support to pupils as necessary.\*
- To support, as appropriate, in instances where pupils are unwell whilst at the school.\*
- Cover teacher for short absences (with the support of another TA if required)
- Deliver small groups teaching of activities such as phonics

\* these duties only to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken.

### **Support for Pupils**

- Supervise and support pupils, ensuring health and safety.
- Assist with development of SEN paperwork.
- Establish constructive relationships with pupils and parents.
- Promote inclusion.
- Set challenging and demanding expectations.
- Provide constructive feedback to pupils in relation to progress and achievement.
- Set a good example by using the school handwriting style in all children's books, on displays and on the whiteboard.

### **Support for Teachers**

- Assist with learning activities with a group or individuals as directed by the class teacher.
- Monitor pupil responses and accurately record achievement, progress and problems.
- Promote good behaviour and adherence to school rules.
- Undertake routine marking of work, following the Marking and Feedback policy.

- Provide clerical/administration support eg photocopying, filing
- Take photographs of events in class for the website/ class portfolio.

**Support of the School**

- Be aware of and comply with all policies and procedures relating to Safeguarding, Health and Safety, Child Protection, security, confidentiality and data protection - report all concerns to the appropriate person via a Cause for Concern sheet (in the staffroom)
- Contribute to the overall ethos/ work/ aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant training and meetings as required.
- Assist with the supervision of pupils outside lesson times - including before and after school.
- Accompany teaching staff and pupils on visits, taking responsibility for a group under supervision of the teacher.
- Follow the staff code of conduct

**Qualifications**

- Good numeracy and literacy skills (NVQ2 for TAs or higher) including spelling and handwriting.
- First aid training as appropriate.

**Essential Knowledge and Skills**

- Ability to relate well to children and their parents, using encouragement and a positive attitude.
- To work constructively as a member of a highly professional team.
- General understanding of the National Curriculum and strategies for learning.
- Ability to evaluate training needs within the context of the job.

Employee Signed ..... Date .....

Head Teacher Signed ..... Date .....

\* Please sign and return to the office, a copy of your JD will be kept in your personnel file \*