



## TEWKESBURY CHURCH OF ENGLAND PRIMARY SCHOOL

**Job title:** Teaching Assistant

**Salary:** Grade 3 (pts4-6) or Grade 5 (pts11-14) pa pro rata

**Hours:** 16 hours per week/39 weeks

**Contract type:** part time, fixed-term

**Reporting to:** Key Stage Leader

### **Main purpose of job**

1. To work under the guidance of the class teacher to support teaching and learning in the classroom
2. To provide general support to the class teacher in the management and organisation of the pupils and the classroom
3. To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
4. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school

### **Main Responsibilities**

#### **Support for the Pupils/Families**

- To support in delivering pastoral and learning support
- To provide feedback to pupils in relation to progress and achievement
- To establish and develop productive working relationships with pupils acting as a role model and provide support for distressed pupils
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To provide support for pupils to broaden and enrich their learning
- To work with the SENCO and other teachers to develop and implement MyPlans and behaviour plans in line with the school's policies
- To understand the individual needs of children and be responsible for advising them on social health and hygiene
- To promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities
- To read with individual children and groups and complete reading records as directed by the class teacher
- To work with small groups of children (both in and out of class interventions) and to take responsibility for their learning
- To support a child/group of children with disabilities or special educational needs, including those with an EHCP
- To support children in mixed ability groupings ensuring that they understand tasks and learning objectives

#### **Support for the Teachers**

- Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment

- To support the teacher to enable them to assess, feedback and record the achievements and progress of pupils through agreed monitoring systems
- To establish and maintain constructive relationships with parents/carers by:
  - supporting their role in pupils' learning
  - providing constructive feedback on pupils' progress and achievements
  - facilitating their support for their child's attendance
  - support home to school/community links
- To develop behaviour management strategies. To be proactive in managing behaviour and promote self-control, independence and integration
- To accompany teachers and classes on educational visits
- To work with the class teacher to complete administration tasks and prepare displays

### **Support for the School**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos/work/aims of the school
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To attend and participate in regular meetings, and in training and other activities as required
- To assist in the general care of the school environment
- To assist with children at the beginning and end of the day and in the playground as required and partake in a playtime duty
- To support the appraisal system for support staff
- Within an agreed system of supervision, to facilitate learning during short periods of teacher absence for planned meetings

### **Support for the Curriculum**

- Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds
- To assist with the development of English, Maths and R.E.A.L./EYFS Curriculum skills
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

Signed ..... Date .....  
(post holder)

Signed ..... Date .....  
(Headteacher)

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The post holder may be required to do other duties appropriate to the level of the role. This job description may be amended at any time in consultation with the post holder.