



Pauntley C of E Primary School

Teaching Assistant Grade 5 – JOB DESCRIPTION

PURPOSE OF THE JOB:

To complement the professional work of teachers by taking responsibility for agreed learning activities. This may involve planning, preparing and delivering learning activities for individuals/groups or for, when necessary, whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development under the guidance of the class teacher.

RESPONSIBLE TO:

The Class Teacher, SENDCo & Head Teacher

KEY RESPONSIBILITIES:

To work with colleagues to develop the school's aims, strategic goals and policies to provide effective teaching and support for children in their care and an appropriate curriculum for the children under the guidance of the class teacher.

To participate in the development and implementation of the overall aims, strategic goals and objectives of the school.

1. Assessing the needs of pupils and use a good knowledge and range of skills to support pupils' learning
2. Liaising sensitively and effectively with parents and carers with regards to their role in pupils' learning and respecting confidentiality
3. Use knowledge of age related expectations of pupils in the cycle of planning, being familiar with the main teaching methods and assessment framework in the relevant subjects
4. Establishing productive working relationships with pupils
5. Developing and implementing MyPlan/MyPlan+/EHCPs in partnership with teacher/SENCO
6. Promoting the inclusion and acceptance of all pupils within the classroom
7. Supporting pupils consistently whilst recognising and responding to their individual needs, encouraging interaction and cooperative work with others and engage all pupils in activities
8. Promoting independence and employing strategies to recognise and reward achievement of self- reliance.
9. Providing feedback to pupils in relation to progress and achievement
10. Undertaking activities with individuals, groups or whole classes to ensure their safety and facilitate their physical, emotional and educational development.
11. Taking an active role as appropriate to develop relevant multi-agency approaches to supporting pupils
12. Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
13. Organising and managing appropriate learning environment and resources
14. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate, selecting and preparing a range of teaching resources that meet the diversity of pupils' needs and interests
15. Planning, preparing and delivering lessons for individual pupils, groups and whole classes (under the overall direction of the teacher).
16. Monitoring and evaluating pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
17. Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

18. Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
19. Promoting 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
20. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
21. Administering and assessing routine/National tests and invigilate exams/tests
22. Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher/SENDCo, to support achievement and progress of pupils
23. Facilitating smooth transition between educational phases
24. Production of lesson plans, worksheets, plans etc
25. Supporting pupils in their learning in all areas of the curriculum.
26. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
27. Implementing local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
28. Using IT effectively to support learning activities and developing pupils' competence and independence in its use
29. Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
30. Delivering out of school learning activities within guidelines established by the school
31. Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
32. Liaising between managers/teaching staff and teaching assistants
33. Development of the work area across the school, including any specialist resources
34. Personal responsibility to ensure that subject knowledge is up-to-date and at a level appropriate to that required by the Primary National Curriculum 2014.
35. Communicate effectively with the class teacher throughout the day.
36. Be pro-active in locating appropriate resources to support learning.

General Responsibilities

37. Be aware of and comply with school policy and procedures particularly in respect of Safeguarding, Health and Safety & Staff Conduct.
38. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
39. Contribute to the overall ethos/work/aims of the school
40. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
41. Attend and participate in regular meetings
42. Participate in training and other learning activities as required
43. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
44. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Name (Printed):

Signed: Date: