

# Hempsted C of E Primary School

‘Growing Together in God’s Love’

## JOB DESCRIPTION

**Job Title: Teaching Assistant**

**Grade/Salary Range: Grade 5; £25,979 - £27,334 (Pro rata)**

### Duties and Responsibilities

- To support the teacher in the smooth and effective running of the class
- To consistently promote positive values, attitudes and behaviour
- To support all pupils in their learning and development, in groups or with individual pupils as directed, treating them with respect and consideration
- To have high expectations of all pupils’ achievement and a commitment to raising educational standards
- To encourage all pupils to participate in all aspects of school life
- To encourage the social and emotional development of pupils
- To work effectively with individual pupils and groups under the direction and supervision of the qualified teacher / SENDCo
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils
- To work collaboratively with colleagues as part of a professional team
- To be responsible to the Classroom Teacher/SENDCo (day-to-day activities)
- To be responsible to the Head Teacher (overall pattern of work)

**Working under the direction and supervision of a qualified teacher, SENCO or Head Teacher:**

### **Planning & Expectations**

Working within school policies and procedures to:

- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- To assist the teacher/SENDCo in the planning and development of work programmes, work activities and support programmes for pupils, including those suggested by Outside Agencies
- Assist in the preparation of teaching resources/materials
- Help to implement lesson plans

### **Monitoring & Assessment**

- Assist the Teacher in assessing pupils’ progress
- Monitor and record pupils responses to learning tasks, participation and progress, providing
- constructive feedback to pupils, supporting them as they learn
- Contribute to maintaining records of pupils progress

### **Teaching and Learning Activities**

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in learning activities
- Use behaviour management strategies in line with the school’s policy and procedures which contribute to a purposeful learning environment

- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- To assist with the supervision of, and encourage good behaviour, amongst pupils
- Organise and manage safely the learning activities, the teaching space and resources
- To implement and work with individuals or groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area

### **Professional Values & Practice**

- Have high expectations of all pupils and promote and reinforce pupils self esteem
- Work in a multi-disciplinary environment supporting the work of the teacher and demonstrating a positive and supportive attitude to teamwork activities
- Adapt and follow all school policies and to be aware of Equal Opportunities, Safeguarding and Health and Safety legislation
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents, carers, and outside agencies (e.g. educational psychology service) recognising their roles in pupil's learning
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and seek advice or guidance as necessary
- To recognise the Christian character of the school and be prepared to support this as part of the school ethos.

### **General**

- Maintain a safe environment for pupils, staff and visitors to the school
- Meet and communicate with parents as necessary
- Supervise pupils off site on school trips and other external visits
- Provide welfare support for pupils

### **Additional Duties**

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher. This **will** include:

- Developing an understanding of the specific needs of the pupil
- Attending and contributing to all relevant meetings and reviews verbally or in writing
- Participating in training to improve skills and knowledge relevant to the needs of the post
- Any other duties as directed by the Teacher/SENDCo/Headteacher that are commensurate with the responsibilities of the role.

### **No direct budgetary responsibility**