

## JOB DESCRIPTION

*Langley Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## TEACHING ASSISTANT

**Salary Point:** NJC Scale 3

### MAIN PURPOSE OF THE JOB

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff; will work with individuals/groups to supervise physical/general care of pupils, including those with AEN and / or SEND; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

### SUMMARY OF RESPONSIBILITIES AND DUTIES

#### SUPPORT FOR PUPILS

- Promote pupil independence through Growth Mindset.
- Supervise and provide targeted support for pupils, including those with additional needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish positive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

#### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish positive and supportive relationships with parents/carers and pupils.
- Provide clerical/admin support, e.g. photocopying, typing, filing, money, administer coursework, etc.

#### SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake English and Maths programmes, recording achievement and progress and feeding back to the teacher.
- Supply the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/ relevant learning activity and assist pupils in their use.

#### SUPPORT FOR THE SCHOOL

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- To work collaboratively and liaise with other services as appropriate, particularly in relation to safeguarding the wellbeing of all children and young people.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of, and support, diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for a group under the supervision of the teacher.

#### EQUALITIES

Ensure implementation and promotion in employment and service delivery of the school's equal opportunities policies and statutory responsibilities.

**This job description may be amended at any time after due consultation.**