**Job Description: Teaching Assistant**

**Reports to:** Primary Vice Principal

**Start date:** Any time from January 3rd 2018

**Salary:** Ark Support Band 4 (Outer London): £18,375 - £19,916 pro rata

**Hours:** 8am – 5pm

**The Role**

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence.

**Key responsibilities**

* To support individuals and groups of pupils to help them make rapid academic progress
* To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

**Outcomes and activities**

**Learning Support**

* Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
* Work with teachers to assess the needs of individual children
* Plan and facilitate group/class teaching
* Plan and undertake direction for one to one or group teaching and intervention
* Observe, record and feedback information of pupil performance (including home learning)
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole class teaching
* Assist with behaviour management within and outside the classroom.
* Assist pupils' achievement outside of the classroom, e.g. in the library.

**Other support**

* Supervise pupils in playgrounds, lunchrooms, corridors etc.
* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality at all times
* Attend regular meetings and training, as required
* Maintain stock supplies and distribute as required
* Run an extra-curricular activity and participate in school trips and visits.

**Other**

* Undertake other various responsibilities as directed by the Head of Primary, Vice Principal and Assistant Head teachers