



Job Description

POSITION:	Teaching Assistant
GRADE:	Scale 4, Spine Points 18-21
SCHOOL:	Yerbury Primary School
RESPONSIBLE TO:	HLTA, Assistant Headteacher

Purpose of the Post

To work under direct instruction of teaching/HLTA/senior staff to undertake work/care/support programmes. To support pupils/ teacher/ school in order to raise standards of achievement for all pupils. To encourage pupils to become independent learners, to provide support for their welfare, to support inclusion of all pupils in all aspects of school life. To supervise children and lead playground activities during mealtimes. Work may be carried out in the classroom or outside the main teaching area.

Deployment in the Classroom

- Work with a range of pupils within the class, and supplement and extend the teachers' work.
- Support specific individuals or groups in a structured way, so it helps them access general classroom teaching.
- Work effectively as a teaching team, with a shared understanding of respective roles in helping children to progress academically and socially.
- React flexibly to teachers' and Senior Leaders' decisions regarding deployment.
- Undertake administrative tasks to enable the smooth running of classroom and learning systems.
- With the support and guidance of the class teacher, to ensure learning and pastoral needs of all pupils are met, first and foremost, through a demonstrable understanding of high-quality teaching.

Interactions with Pupils

- Provide the right amount of support (eg at the right time, consistently giving the least amount of help first).
- Ensure pupils retain ownership over their learning and responsibility for their work
- Actively look for opportunities to allow pupils to attempt parts of task s independently and to experience a healthy mix of success and challenge.
- Be confident in role and have good subject-knowledge.
- Ensure that good questioning skills inform interactions with pupils, allowing sufficient time for pupils to think and respond.
- Lead play activities during break and lunchtimes.
- To work one-to-one with pupils with Special Educational Needs (as directed by the Head Teacher or their nominee).

Preparation and Training

- Ensure that pedagogical approaches support learning for pupils across the attainment range, consistent with teachers' intentions.
- Communicate skills and particular specialisms so that they are understood and maximised by the teacher.
- Enter all lessons with a clear understanding of the concepts and information being taught, skills to be learned/applied, intended learning outcomes and specific learning needs of pupils.
- To actively participate in the performance management process.
- Capture meaningful feedback for pupils and teachers, informing the next stages of learning within and/or after lessons.

Delivering Targeted, Structured Interventions

- Deliver evidence-based and structured interventions, chosen to deliberately complement and extend class-based teaching and learning.
- Ensure that intervention sessions are regular and sustained, with clear objectives and expectations.
- Ensure sessions are well-paced, well-resourced and well executed.
- Undertake training to deliver interventions faithfully (i.e. as intended by the developer), and over time develop expertise in the approach.
- Communicate effectively with teachers so that they have good awareness of the structure and coverage of intervention programmes.
- Engage in regular opportunities with teachers to plan and review learning taking place in interventions, with regular assessments in place to guide this process.
- Work collaboratively with teachers to help pupils make connections between the learning in interventions and the wider curriculum.

Wider Professional Duties

- To undertake First-Aid responsibilities including related training/refresher courses.
- Prepare and manage resources that support learning.
- Develop and maintain high-quality learning environments.
- Take responsibility for the displays and tidiness in designated communal areas.
- Take responsibility for class systems, e.g.: homework, reading books or distributing letters as directed by teacher.
- Attend relevant staff meetings and briefings.
- To supervise children for the teacher in case of short term absence.
- Uphold the Yerbury Staff Code of Conduct.
- Undertake any other reasonable duties as may be directed by the Head Teacher or their nominee.

Reporting to: **HLTA, Assistant Headteacher**

Signed -----

Date -----