Job description

Teaching Assistant (Fixed term contract)

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Summary of the role	The post holder will undertake the role of teaching assistant
Working Hours	08:30 – 16:00
Working Days	Monday to Friday, during term time only. INSET days are normal working days.
Line Manager	Head TA
Salary	The Pointer School Pay Scale (£21-23k)

Teaching Assistant – Role and responsibilities

To work alongside teaching staff to provide the highest possible standards of care and education, helping pupils to feel safe and secure and to succeed at school.

Safeguarding, welfare and supervision

- Actively promote pupils' safety and wellbeing so that they feel safe, happy and supported at school.
- Recognise signs that a child may be at risk of harm, remain alert to changes in their welfare or behaviour, and promptly record and report safeguarding concerns or disclosures to the Designated Safeguarding Lead (DSL) in line with school procedures.
- Supervise pupils during lessons, playtimes, lunchtimes and transitions around the school, as directed by the line manager. Promote safe play and positive behaviour, and respond to and report incidents in line with school procedures.
- Assist with PE and swimming lessons, as directed by the line manager.
- Accompany pupils on school trips, including overnight residential visits, as required, supporting their supervision and pastoral care.

Classroom and curriculum support

- Work with teachers to deliver the planned curriculum, contribute to planning and take the initiative to clarify lesson objectives before teaching begins.
- Support class teachers in evaluating pupils' work and planning next steps. Review the teaching activities you support or lead and feed back to the class teacher on how pupils responded.
- Supervise and lead group activities during lessons, encouraging pupils to work and play independently.
- Work closely with pupils with additional needs to help them access the curriculum, following guidance from the class teacher and SENCo.
- Work with the class teacher to maintain high standards of behaviour and consistent classroom routines.

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- Create and maintain a welcoming and stimulating learning environment. Set up and clear away lesson resources as directed by the class teacher and keep the classroom tidy and organised.
- Assist with arrangements for national and school-based assessments, including SATs, Rising Stars and GL assessments, as applicable.
- Meet regularly with class teachers to plan work, raise concerns and agree how to address them.
- Carry out administrative tasks and maintain appropriate records.

Reading and the reading scheme

- Read regularly with individual pupils and small groups. Listen to pupils read aloud and support their phonics, fluency and comprehension in line with the school's approach. Record progress and share any concerns with the class teacher.
- Administer the school's reading scheme by organising and changing books, selecting appropriately matched books in consultation with the class teacher, and keeping reading records up to date. Support strong home–school links by sharing feedback with parents through home–school reading records.

Small-group interventions

- Deliver planned small-group interventions under the direction of the class teacher or SENCo. Prepare resources, keep brief records of sessions and pupil progress, and feed back on pupils' responses and next steps.

Class teacher cover

- Provide short-term cover during an unplanned class teacher absence, with support from a designated teacher or senior leader. Supervise the whole class, deliver work set or agreed by the teaching team, maintain classroom routines and expectations, and provide a handover afterwards.

You may also be required to undertake such other comparable duties as the Head requires from time to time.