



# Bishop Gilpin

## Church of England Primary School

Lake Road, Wimbledon, London, SW19 7EP

Headteacher: Mr Matt Ball

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[www.bishopgilpin.org](http://www.bishopgilpin.org)

### Teaching Assistant Job Description 2024

Job Title/Post: LSA/Teaching Assistant

Hours:

Salary: ME4 Point 4 Full-Time Equivalent £26,634. Term time only £23,162. 35 hours a week (8:30 - 16:30).

Responsible to: The Headteacher, Deputy Headteacher, Assistant Head, SENCo, Governing Body

Responsibilities as a member of the staff team are:

- To be supportive of the Christian ethos of our school
- To promote our school's aims
- To impact positively on our children
- To take ownership of professional development and develop practice through reflection and evaluation
- To follow school procedures to support child protection/safeguarding and welfare of children
- To promote and use school policies, systems and administration efficiently
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of our school
- To be punctual, tidy and efficient and support these traits in others
- To maintain confidentiality inside and outside the workplace.

#### Support for Pupils

- Assess the needs of pupils with SEN and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement SEN Pupil Passports
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

#### Support for teachers

- Organise appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment to class teacher
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Production of lesson plans, worksheets, plans etc.

## Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS1/2, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

## Experience

- Experience working with children of relevant age in a learning environment
- Relevant Qualifications/Training
- Meet LSA/TA standards or equivalent qualification or experience
- Desirable: Experience working with children with SEN
- Desirable: Training in relevant learning strategies e.g. literacy
- Desirable: Specialist skills/training in curriculum or learning area e.g. Autism

## QUALIFICATIONS/TRAINING

- Meet Teaching Assistant standards or equivalent qualification or experience
- Excellent numeracy/literacy skills. Minimum A-C in English and Maths GCSE.

## KNOWLEDGE/SKILLS

- Can use ICT effectively to support learning
- Full working knowledge of relevant policies/codes of practice/legislation
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
- Good understanding of child development and learning processes
- Understanding of statutory frameworks relating to teaching
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these