



## **Mayflower Primary School Job Description**

### **Job Description for Teaching Assistant**

#### **Job Title: Teaching Assistant**

Responsible to: Class Teacher & Phase Leader

#### **Purpose of the Job:**

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

#### **Main Duties and Responsibilities:**

1. To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring pupils' work and using a range of strategies to support learning.
2. To help pupils to access the full curriculum, by helping them to learn as effectively and independently as possible, both in group situations and on their own e.g. clarifying and explaining instructions, supporting pupils to read, etc.
3. To observe pupils' performance, and using the systems in place in the school/class, provide written feedback on pupil progress and help to maintain individual and group records. *Such as giving verbal and written feedback, recording on ipods and following the school assessment policy.*
4. To contribute to the planning and evaluation of learning activities by attending phase meetings, preparing class activities, (before and after school) organise classroom equipment and resources necessary for such activities inside and out, and liaising with and maintaining effective working relationships with colleagues.
5. To provide care with regard to the physical welfare of pupils. (Which may include; *helping pupils change for P.E. help with feeding, lifting or transferring children as appropriate, accompanying children to the toilet and attending to any necessary toileting needs. Carrying out physical exercises with pupils according to the advice from therapists if appropriate. Administering simple first aid or medical procedures in line with LA guidelines.*)

**Job Activities:**

1. To use a range of support methods and resources, including computing, appropriate to the needs of individuals and groups, as directed by the Class Teacher.
2. To support the organisation of the learning environment, including producing, maintaining and storing resources.
3. Meet regularly with the Class teacher during contracted hours (before and after the school day) to discuss pupils' progress and to plan and review support.
4. To attend formal meetings during contracted hours to discuss pupils' progress with parents and other professionals as part of the relevant staff group.
5. To support the school's aims and ethos and conduct yourself in a professional manner.
6. To be familiar with, actively support and comply with all the school policies and procedures, e.g. Equal Opportunities, Health and Safety, Safeguarding and Behaviour.
7. To undertake supervision of playground activities as directed by the Head teacher.
8. To undertake care tasks related to pupils' physical welfare in accordance with LA guidance and procedures.
9. To accompany pupils and teachers on educational visits during contracted hours.
10. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.
11. To support the teaching of the whole curriculum, and particularly English and maths, helping pupils with activities which develop their skills.
12. To deliver structured intervention and catch-up programmes to support the development of English and maths.
13. To provide targeted support to individuals and groups, including those pupils with English as an additional language or Special Educational Needs.
14. To contribute to the planning for teaching and learning.

**Personal Responsibilities Relevant to all Teaching Assistants:**

1. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
2. Be aware of the particular learning and physical needs of the pupils you support.
3. Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
4. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Management Review.
5. Within your contracted hours, attend staff meetings, as required. To supervise the class for a short period of time e.g. during wet play/lunchtime clubs/teacher called away to briefly speak to a parent or for a meeting.

**Equal Opportunities Statement**

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

To implement and promote the schools equal opportunities policies at all times and to value the cultural diversity of the school community.

To liaise with parents as directed by the teachers to foster good links between home and school.

Updated October 2019

### **Person Specification for the post of Teaching Assistant Scale 3**

*Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for short listing purposes and candidates will be selected entirely on the extent in which they meet the criteria.*

1. The ability to work well as part of a team.
2. The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
3. The ability to establish and maintain effective and professional working relationships with teachers and other members of staff.
4. The ability to accept guidance and direction from teachers and to distinguish between the roles and responsibilities of the teaching assistant and class teacher.
5. The ability to keep excellent written records and to support the development of pupils' English and Maths skills with confidence. To hold English and Maths to at least GCSE Grade C.
6. Awareness of how pupils learn and the various factors which can affect their learning.
7. An understanding of and commitment to inclusive education including the need to show respect and value pupils as individuals.
8. A sympathetic and supportive approach to parents and an understanding of the need for confidentiality.
9. The ability to adapt to differing environments within the school and to the needs of different children of different ages.
10. A willingness to take part in training to develop expertise and specialist skills which will lead to teacher training.
11. A commitment to Mayflower Primary School.

Signed.....Date.....