Sankey Valley St. James CE VA Primary School
JOB DESCRIPTION

Post:	**Teaching Assistant Level 3**
Grade:	**Grade 5 SCP 8-14**
Reports to:	**Key Stage Lead/Deputy Head/Headteacher**

MAIN PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques. To deliver teaching to a group of children under the professional direction and supervision of a qualified teacher. This will involve differentiating and adapting learning programmes to suit the needs of allocated pupils.

JOB PROFILE

SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Provide consistent support to all pupils, responding appropriately to individual pupil needs.
- Assist with the development and implementation of Individual Education Plans.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Use specialist (curricular/learning) skills/training/experience to support pupils including Paediatric First Aid if in EYFS.

SUPPORT FOR THE TEACHER

- Provide minimal clerical/administration support (e.g. photocopying)
- Assist with the display of children's work as required
- Assist in maintaining a purposeful, and appropriate learning environment, under the supervision of the teacher
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Provide objective and accurate feedback as required, to the teacher on pupil achievement, progress and other matters
- Assist in keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records
- Administer and assess routine primary tests and accurately record achievement/progress

- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility

SUPPORT FOR THE CURRICULUM

- To be familiar with the content of the school curriculum within your key stage
- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil needs as appropriate to key stage
- Support the delivery of agreed learning structures / programmes, effectively utilising all alternative learning opportunities to support extended development
- Assist pupils to access learning activities through specialist support e.g. curriculum / SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL

- Actively support and promote the school's Christian ethos and vision for the school
- Contribute to the school ethos, aims and development/improvement plan.
- Be aware of and comply with school policies and procedures relating to child protection, behaviour, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities as required.
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts (extra-curricular), according to school polices and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To follow and implement the behaviour policy and cover supervision on request.
- Temporary cover supervision of class on occasion including PPA cover.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.