



## **JOB DESCRIPTION**

### **Eastcombe Primary School**

**Teaching Assistant (qualified)**

**Grade 4 & 5**

#### **Job Purpose:**

To work under the instruction and guidance of teaching staff to support the delivery of quality learning and to help raise standards of achievement for all pupils.

#### **DUTIES AND RESPONSIBILITIES**

##### **Support for pupils:**

- To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
- To establish a constructive relationship with the pupils and interact with them according to individual needs.
- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities in order to facilitate learning
- Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
  - clarifying and explaining instructions
  - ensuring the child is able to use equipment and materials provided
  - assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation
  - helping children to concentrate on and finish work set
  - developing appropriate resources to support the children
  - To provide the necessary pastoral care to enable children to feel secure and happy

##### **Support for teachers:**

- Monitor pupil's responses to learning activities and accurately record achievement and progress as directed, providing feedback to the teacher.
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Participate in the evaluation of intervention programmes.

- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy.
- Administer routine tests and undertake routine marking of children's work.
- Support class teachers in tasks in order to support learning and teaching.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Assist with the preparation and maintenance of equipment/resources.

### **Support for the school:**

- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school in compliance with school policies and procedures.
- Attend and participate in relevant meetings or training as required.
- Set a good example in terms of dress, punctuality and attendance.
- Assist with playground and lunchtime supervision.
- Prepare and present displays of children's work as required.
- Work with other professionals, such as advisory teachers.
- Undertake other duties from time to time as required by the class teacher and Head Teacher.

### **Arrangements for appraisal of performance**

The role of the Teaching Assistant will be monitored through the school's performance management programme and by the Head Teacher.