

JOB DESCRIPTION:

Teaching Assistant Scale Range 1-4

Name of School: Oratory R C Primary School

Line Manager: Mrs Griffiths, Head Teacher

Scale Range: Range 1-4

Main Purpose of Job

1. To work under the guidance of the class teacher to support teaching and learning in the classroom
2. To provide general support to the class teacher in the management and organisation of the pupils and the classroom
3. To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
4. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main Responsibilities

Support for the Pupils/Families

- To deliver pastoral and learning support
- To provide feedback to pupils in relation to progress and achievement
- To establish and develop productive working relationships with pupils acting as a role model
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To provide support for pupils to broaden and enrich their learning
- To work with the SENCO and other teachers to develop and implement IEPs and behaviour mentoring plans
- To promote the inclusion and acceptance of all pupils within the classroom, including those with SEND
- Encourage pupils to interact and work co-operatively with others and engage in all activities
- To read with individual children and groups and complete reading records as directed by the class teacher

- To work with small groups of children and to take responsibility for their learning
- To support children in mixed ability groupings ensuring that they understand tasks and learning objectives

Support for the Teachers

- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems
- To be proactive in managing behaviour and promote self-control, independence and integration
- To accompany teachers and classes on educational visits
- To work with the class teacher to complete administration tasks and prepare displays

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person □
- To contribute to overall ethos/work/aims of the school.
- To attend and participate in regular meetings, and in training and other activities as required
- To assist in the general care of the school environment
- To support the appraisal system for support staff
- Within an agreed system of supervision to facilitate learning during short periods of absence for planned meetings