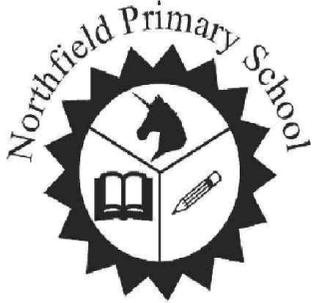


Job Description			
Title TEACHING ASSISTANT - PRIMARY Grade 4 scp 8 - 14	School: Northfield Primary & Nursery School	Post Ref Teaching Assistant	
<p>Job Purpose To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task.</p>			
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Using specialist (curricular/learning) skills/training/experience to support pupils 2. Assisting with the development and implementation of Individual Education/Behaviour Plans 3. Establishing productive working relationships with pupils 4. Promoting the inclusion and acceptance of all pupils 5. Supporting pupils consistently whilst recognising and responding to their individual needs 6. Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities 7. Promoting independence and employ strategies to recognise and reward achievement of self-reliance 8. Providing feedback to pupils in relation to progress and achievement 9. Setting challenging and demanding expectations and promote self-esteem and independence 10. Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development 11. Supporting provision for pupils with special needs including specialist support 12. Working with the teacher to establish an appropriate learning environment 13. Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate 14. Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives 15. Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. 16. Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested 17. Undertaking marking of pupils' work and accurately record achievement/progress 18. Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour 19. Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings 20. Administering and assessing routine tests and invigilate exams/tests 21. Undertaking home visits as required 			

22. Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
23. Assisting in the development and implementation of appropriate behaviour management strategies
24. Facilitating smooth transition between educational phases
25. Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc
26. Supporting pupils in their learning in all areas of the curriculum.
27. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
28. Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
29. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
30. Helping pupils to access learning activities through specialist support
31. Determining the need for, preparing and maintaining general and specialist equipment and resources
32. Providing appropriate guidance and support in the training and development of staff as appropriate
33. Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours.
34. Providing cover for the provision of PPA time for teaching staff, plus short term cover for absence for other staff
35. Supervising pupils on visits, trips and out of school activities as required
36. Supporting Teaching Assistant students in school settings

General Responsibilities

37. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
38. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
39. Contribute to the overall ethos/work/aims of the school
40. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
41. Attend and participate in regular meetings
42. Participate in training and other learning activities as required
43. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
44. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

