

St Pauls C of E Primary School

Job Description



Job Title:	Early Years/KS1 Teaching Assistant
Post Reports to:	Headteacher/Phase Leader
Post Responsible for:	No responsibility for staff
Hours of Work:	Monday to Friday, 8.30am – 3.30pm (30.85hrs)
Salary:	Scale 3 £24,790 (pro-rata)

General Duties

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, eg. taking registers.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.
- Be proactive in managing pupil behaviour.

Supporting the School

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and afterschool and at lunchtime.
- Maintain good working relationships with other staff members and key holders, including parents and external agencies.

Teaching and Learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, eg. Engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, and support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.

- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- Implement individual support for pupils based on their need and circumstances, eg deliver support in line with a pupil's EHC plan.

Communication and Coordination

- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist the SENCO in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.
- Assist in the coordination and provision of interventions for named pupils or groups of pupils.

Professional Development

- Participate in training and other professional development as required.
- Provide the school with feedback on any training or professional development undertaken.
- Report professional development progress to an assigned mentor and set goals for further professional development.
- Act as a point of contact for other professionals, eg speech and language therapists.