



Key Role:

To work under the guidance of teaching/senior staff and within an agreed system of supervision. Implement planned work programmes or enable access to learning with individuals/groups. This will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. This role could include supporting children in our pre-school which opened in September 2020.

To lead and maintain positive and enjoyable break times for pupils, including organising and participating in physical games and activities.

To contribute to the whole school ethos, environment, and organisation both practically and as a positive role model for pupils and colleagues.

Staff may also supervise whole classes, if requested (e.g. short-term absence of teachers, pre-school provision and PPA cover). In providing cover supervision, Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities whilst ensuring the highest standards of behaviour.

Specific Duties and Responsibilities

1. Support for Pupils

- To support pupils' development and promote independence in a safe, secure and challenging environment, employing strategies to recognise and reward achievements of self-reliance
- To support the learning of individuals and groups of pupils, as identified in the weekly curriculum planning and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met within the group
- To work with other staff to develop and implement the IEPs for pupils
- To encourage pupils to interact and work co-operatively with others, during teacher directed and child-initiated activities
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan, whilst encouraging independence wherever possible
- To participate in pupils', play and extend and stimulate language through conversation

2. Support for Teachers

- To plan with teachers the daily/weekly programme of lessons, activities, and events in order to support pupils and adjust lesson/work plans as appropriate
- To liaise with other professionals, to ensure an appropriate learning environment
- To set out, prepare, use, and tidy equipment
- To promote home school partnerships
- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence

- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
- To undertake marking of pupils' work, whilst in class and as agreed with the class teacher, to accurately record achievement/progress
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- To provide general clerical support, e.g. administer schoolwork, produce worksheets for agreed activities, photocopying, filing, receiving, and passing information to the school office etc
- To work with an established discipline policy, to anticipate and manage behaviour constructively, promoting self-control and independence

3. Support for the Curriculum

- To prepare, plan and manage specific activities/teaching/programmes, adjusting activities according to pupils' responses/needs
- To set out and prepare equipment, both indoors and outdoors
- To implement local and national learning strategies, e.g., English, Math, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of Computing in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources

4. Support for the School

- To promote the policies and ethos of the school, including, promoting positive values, attitudes, and good pupil behaviour, whilst encouraging pupils to take responsibility for their own behaviour
- To display pupils' work to reflect their achievement
- To supervise pupils on residential outings and visits as required
- To supervise pupils at lunchtimes/playtimes
- To attend staff meetings as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety, and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
- To support and encourage students on childcare courses, work experience, teaching practice, etc To be a proactive member of the school and class team
- To participate positively and professionally in effective relationships with team members
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To undertake planned supervision of pupils in the FCJ Companions at Play Extended Day and Holiday Club.
- To attend relevant courses and learning activities in order to regularly update your professional development
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

General

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable