



St. Mark's C of E Junior School
Job Description –Teaching Assistant
Grade: 5

Job purpose: to work under the guidance of teacher / senior staff to support and assist in the implementation of agreed work programmes. This may be with individuals or groups of pupils in the classroom or outside the main teaching area. To support and assist with the pastoral care of the pupils in and out of the classroom.

Main duties and responsibilities:

- Provide and assess particular support for pupils, including those with special educational needs or disabilities, ensuring their safety and access to learning activities.
- Through planned interventions make every effort to raise the attainment and progress of pupils you are working with.
- Promote the inclusion of all pupils in the school community.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Establish good relationships with pupils, acting as a role model and being aware of and responding to the needs of individuals.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, keeping up to date records as agreed with the SENDCo and Senior Leaders.
- Playground supervision and other supervision of pupils e.g. while travelling around the school grounds
- Attend to pupils' physical welfare such as assisting a child changing, sickness etc. in line with our Intimate Care policy.
- Be aware of the National Teaching Assistant Standards and use these to support your work.
- Regularly evaluate interventions being delivered, using baseline assessments where appropriate.
- Attend meetings where needed to discuss the progress of individual or groups of pupils.
- Share good practice with other staff, both from within our setting and from other educational settings.
- Complete paperwork regarding interventions and individual children as requested.
- To plan and prepare small group activities.

All staff have a requirement to attend Child Protection Training and to follow the school guidelines relating to Child Protection.

Personal Specification for Teaching Assistants

You will need to

- Have experience of working with children in a primary school setting
- Have GCSE, 'O' Level or equivalent qualifications in Maths and English
- Have knowledge and understanding of the different social, cultural and physical needs of pupils.
- Have an interest in how children learn and behave.
- Provide appropriate role models of behaviour both in the classroom and around school
- Really care about children but particularly those who find learning and managing their behaviour difficult.

You must be able to

- Undertake tasks under the direction of the Class Teacher, SENDCo or Head Teacher.
- Be productive and show initiative.
- Communicate effectively and appropriately to pupils with different abilities and backgrounds.
- Motivate pupils to learn.
- Motivate pupils to be sociable.
- Maintain records of the pupils under the guidance of Class Teacher and SENDCo
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience with children who find conforming to rules and expectations difficult.
- Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.
- Be computer literate.
- Attend training courses considered appropriate for the post.

Post Holder

Signed: _____ Print Name: _____ Date: _____

Line Manager / Headteacher

Signed: _____ Print Name: _____ Date: _____