



## **Chaucer Infant and Nursery School**

### **Job Description – Teaching Assistant (Grade 7)**

**Purpose of role:** To provide academic, social and emotional support to children with a wide range of needs within a learning environment and to safeguard the children within their care.

### **Areas of Responsibility and Key Tasks**

#### **Safeguarding**

Contribute towards the safeguarding of all pupils by remaining curious and vigilant at all times and reporting any concerns in line with the school's safeguarding policy.

#### **Support for the children**

- Assess the needs of children and use detailed knowledge and skills to support children's learning.
- Establish positive relationships with children, consistently modelling high expectations and supporting wellbeing whilst recognising and responding to their individual needs.
- Promote the inclusion and acceptance of all children within the classroom, supporting difference and ensuring all children have equal access to opportunities to learn and develop.
- Encourage children to interact and work co-operatively with others, ensuring engagement for all.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide positive and constructive feedback to children in relation to progress and achievement.

#### **Support for the teacher**

- Organise and manage appropriate learning environment and resources.
- Provide objective and accurate feedback on children's achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Monitor and evaluate progress and achievement through a range of assessment and monitoring strategies against pre-determined learning objectives and during formal assessments.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-regulation and safety.

- Support the role of parents in children's learning and meet with parents to provide constructive feedback on children's progress and achievement.

### Support for the curriculum

- To work flexibly, using initiative to make suitable alterations to planned learning in order to make it more accessible, challenging or engaging.
- Use technology effectively to support learning and develop children's competence in its use.
- Advise on appropriate deployment and use of specialist aid, resources and equipment.
- Select and prepare resources necessary to lead learning activities, taking account of children's interests, abilities, cultures and backgrounds.

### Support for the school

- Comply with and assist with the development of appropriate policies and procedures.
- Contribute to the overall ethos and aims of the school.
- Establish constructive and appropriate relationships with staff, parents and members of the wider school community.
- Attend and participate in staff meetings, training and learning activities as required.
- To support, uphold and contribute to the development of the school.
- Demonstrate reflective practice, recognising personal strengths and areas for improvement, using skills to lead, advise and support others where appropriate.
- Work alongside other staff to communicate with other agencies and professionals to support the wellbeing and progress of children.