



Hampton Hargate Primary School Job Description

Post: Teaching Assistant

Responsible to: Headteacher, Deputy & Assistant Headteacher

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.
- Encourage and promote the inclusion and acceptance of all pupils.
- Monitor needs and behaviour of pupils, and report these to teaching staff where and when appropriate.
- Undertake pupil record keeping as requested, e.g. 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.
- Support pupils in various group sizes as directed by the teacher and feedback as required.
- Support pupils with SEND as directed and guided by the teacher and feedback as required.
- Attend relevant meetings with SENDCo eg EHCP meeting etc.

Teaching & Learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. 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, to support pupils' learning.
- Aid learning of pupils by:
 - Clarifying/explaining instructions
 - Motivate and encourage child/ren and maintain high levels of engagement.
 - Provide support including modelling of work and help instil confidence of pupils.
- 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.
- Follow initiatives and/or set programmes of work as directed by the class teacher to support pupils based on needs and learning challenges.
- As directed by the class teacher, use and adapt activities to suit pupils' individual needs.
- Under direction of class teacher, support pupils in specialist areas of learning as required.
- Feedback to the class teacher and SENDCO (as necessary) to ensure effective communication on progress and challenges for the pupils working with.

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 after school and at lunchtimes.
- Maintain good working relationships with other staff members and stakeholders, including parents, governors and external agencies.
- Share expertise and skills with other staff members.
- Participate in meetings as required.
- Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the headteacher.

Communication

- Work closely with teaching staff, other TAs and the SENDCo to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions and support which is in place.
- Liaise with the class teacher and SENDCo regularly to review the progress of individual pupils with SEND and the provision in the school.
- Assist in the coordination and provision of interventions for named pupils or groups of pupils and liaise with class teacher on pupil progress.

Professional development

- Participate in training and other professional development as required.
- Disseminating training to other TAs and teaching staff as appropriate.

Additional duties

- Be aware of and understand all requirements and expectations in regards to safeguarding, child protection, health and safety
- Accompany pupils on trips and visits including out of school activities.
- Develop and maintain effective and appropriate relationships with other staff, pupils and parents.
- Participate in appropriate meetings with colleagues and parents.
- Play a key part in the delivery of the school's ethos and lead by example.
- As appropriate, undertake additional duties similar to those outlined in this job description.

Postholder name:

Signature:

Date:

Headteacher name:

Signature:

Date:

The school is committed to safeguarding, promoting the welfare of children and young people including the Prevent agenda and expects all staff and volunteers to share this commitment.