



Kempston Rural Primary School

Job Title: Teaching Assistant

Responsible to: Class Teacher / Senior Leadership Team

Job Purpose: Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety

Main Responsibilities

- Support pupils in class under the direction of the class teacher.
- Deliver small group and 1:1 interventions tailored to individual pupil needs.
- Under the guidance of the class teacher to use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.
- To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
- Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To support a named pupil or pupils with an Education Health Care Plan for special educational needs, support to other pupils may also be required, at the direction of the Head Teacher.
- To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.
- Assist in the implementation of individual education plans (IEPs) and Education and Healthcare Plan (EHCP) targets.
- Under the guidance of the class teacher maintain records relating to the child's progress identified on the child's IEP or EHCP.
- Help create a stimulating and safe learning environment.
- Support pupils' social and emotional development.
- Provide feedback to teachers on pupil progress and engagement.
- Work collaboratively with colleagues and contribute to the wider life of the school.

Support for Teachers

- To assist the class teacher in planning, devising and extending appropriate educational activities. This will include contributing to the development of IEPs, EHCPs and Personal and Pastoral Support Plans.



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- To support and work with the teacher to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.
- To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
- To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
- To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

- To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
- To support the teaching of literacy, numeracy or other specific curriculum areas as required.

Administrative duties

- Prepare resources under the direction of the teacher
- Prepare and present displays of pupils' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the Head Teacher requires

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Head Teacher
- To liaise as necessary with parents and carers and with outside agencies, offering support and as required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Head Teacher

Safeguarding

Kempston Rural Primary School is committed to safeguarding and promoting the welfare of children. All staff are expected to share this commitment. An Enhanced DBS check is required as well as other safer recruitment checks.