



Wootton Primary School

Teaching Assistant Job Description

JOB TITLE:	Teaching Assistant
RESPONSIBLE TO:	Head Teacher, SENDCO, Class Teacher
MAIN PURPOSE:	<p>To work alongside other staff to support children including those with Special Educational Needs.</p> <p>To implement agreed work programmes with the individual and / or groups of children.</p> <p>To support the teaching staff in the implementation of support plans for children with Special Educational Needs.</p> <p>To follow Education, Health and Care plans.</p> <p>To liaise with class teachers.</p> <p>To work as a member of the class team.</p> <p>To organise and run intervention groups within the school day.</p>

Support for Teacher/School:

- Work alongside the class teachers so the pupils are able to access the curriculum in a differentiated way
- Provide support for learning activities by making adjustments as necessary so the pupils are able to access the learning
- Making a contribution to organising effective learning environments and maintaining appropriate records
- Undertake routine marking and assessment in line with school policy
- Contribute information to pupil's records (e.g. assessment information)
- Work with parents/carers to enhance pupil's learning
- Liaise with parents/carers as appropriate
- Monitor pupils' responses to learning activities and record achievements/progress as directed
- Provide regular feedback to teachers on pupils' achievement, progress and problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy
- Accompany staff and pupils on visits and trips as required
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Participate in training and other learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as required
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement.
- Organise and carry out small group work activities, which will focus on a particular need or area of learning and for children of all abilities
- Organise and run intervention groups throughout the school day
- Assess and evaluate intervention groups in their effectiveness and progress attained by the pupils

- To liaise with outside agencies as appropriate
- To follow reasonable management instruction to support the efficient operation of the School as directed by the Head Teacher / their designate.

Support for Pupil:

- Support the pupils in accessing the curriculum
- To support the teaching of English, maths and other specific areas of the curriculum
- Under the instruction/guidance of a teacher/external agency worker, support the pupils in their learning
- Teach the pupils at an appropriate level differentiating where necessary
- Maintain pupils' interests and motivation
- Ensure the provision as set out in Section F of EHCPs is being carried out, under the direction of the class teacher
- Follow Learning Plans for children with SEND
- To be aware of pupils' problems, achievements, progress and report to the teacher as agreed
- Establish a constructive relationship with the pupils and interact with them and parents/carers according to individual needs
- Provide feedback to the pupils in relation to progress and achievement under the guidance of a teacher
- Organise and source resources to aid the children in their learning.
- To provide intimate care, such as nappy changing, in the presence of another adult
- Support pupils during break times.

Teaching Assistant: **Date:**

Head Teacher: **Date:**