

	Highwood Copse Primary School Job Description: Teaching Assistant	 THAMES LEARNING TRUST
Responsible to:	Class Teacher / SENCO	Grade C
Main Purpose of the Job		
• To work under the guidance of the teaching staff and SENCO to enable all pupils to access learning effectively, assisting the teacher in the management of pupils and their pastoral needs; • Interventions as appropriate to meet the needs of the school • In class support work as directed		
Duties of the Role		
Support For Pupils		
• Model accurate use of Standard English in both written and oral work to support the development of children's language skills, intervening effectively when misconceptions occur • Ensure that the pupil(s) you support can engage in learning and stay on task during the lesson or activity • Support the social and emotional development of pupil(s), reporting any issues when required. • Supervise and scaffold children's learning to ensure that pupils are making progress and gaining independence • Provide particular focussed support for pupils, including those with special needs/disabilities and the 'more able', ensuring their safety and access to learning activities • Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes • Establish constructive/positive relationships with pupils, interacting with them according to individual needs • Promote the inclusion and acceptance of all pupils • Encourage pupils to interact with others and engage in activities led by the others • Set challenging and demanding expectations and promote self-esteem and independence • Provide feedback to pupils in relation to progress, achievement and presentation by adhering to school policy • Look after pupils who have had accidents, need help dressing, or are upset.		
Support For the Teacher		
• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, assisting with the display of pupils' work • Use strategies, in liaison with the teacher, to support pupils to achieve learning goals • Assist with the planning of learning activities • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. • Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • Establish constructive relationships with parents/carers		

• Administer tests and undertake routine marking/feedback of pupils' work • Provide administrative support outside of core curriculum time, such as lunch club
Support for the Curriculum
• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses • To support the schools creative curriculum and learning strategies recording achievement and progress and feeding back to the teacher to inform further learning • To support the use of ICT in learning activities and develop pupils' competence and independence in its use • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
Support for the School
• Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support diversity within the school by ensuring all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/aims of the school • Appreciate and support the role of other professionals • Attend relevant meetings as required • Participate in training and other learning activities and performance development as required • Leading and maintaining positive and enjoyable break times for pupils • Accompany teaching staff and pupils on visits, trips and out of school activities as required • Supervise whole classes during short-term absence of teachers
Confidentiality
During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thames Learning Trust, or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.
Safeguarding Children & Health and Safety
Highwood Copse is committed to adhering to the DFE guidance "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory enhanced DBS clearance is required for this post. You are required to comply with the school's Health and Safety policy at all times. Everyone is responsible for the safeguarding of the children at HCP.