



## Job Description

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Teaching Assistant                                                  |
| <b>Department/Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Learning Support Department                                         |
| <b>Hours of Work:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 30 hours per week, 8:45am – 3:15pm (30 minute break) Term Time Only |
| Earlsmead Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                     |
| <b>Purpose of post:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                     |
| To work under the direct instruction of teaching staff to support pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                     |
| <b>Support for pupils:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |
| <ol style="list-style-type: none"> <li>1. Establish positive relationships with pupils grounded in mutual respect.</li> <li>2. Support pupils with becoming more independent, preparing them for life beyond school.</li> <li>3. Supervise and provide support for pupils, including those with special needs, disabilities and those new to English.</li> <li>4. Set appropriate, challenging, and demanding expectations for all pupils and encourage a love for learning.</li> <li>5. Encourage pupils to interact with others and engage in activities led by the teacher.</li> <li>6. Promote the inclusion and acceptance of all pupils and help to develop positive self-esteem.</li> <li>7. Assist with the identification and assessment of SEND and EAL needs, as required.</li> <li>8. Work with individual pupils, on a one-to-one basis, as required, supervised by the SENDCo.</li> <li>9. Participate in the running of small group withdrawal activities, as required.</li> </ol> |                                                                     |
| <b>Support for teachers:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                     |
| <ol style="list-style-type: none"> <li>1. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.</li> <li>2. Be aware of pupil problems / progress / achievements and report to the teacher as agreed.</li> <li>3. Support the teacher in managing pupil behaviour, reporting difficulties and awarding reward points as appropriate.</li> <li>4. Meet regularly with subject teachers for lesson planning and evaluation and assist in the development of worksheets and other resources as requested.</li> <li>5. Support the teacher in creating and maintaining a purposeful, orderly, and productive working environment.</li> <li>6. Gather/report information from/to parents/carers as required.</li> </ol>                                                                                                                                                                                                                                            |                                                                     |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Support for the curriculum:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ol style="list-style-type: none"> <li>1. Support pupils to understand instructions.</li> <li>2. Undertake programmes linked to local and national learning strategies e.g. literacy and numeracy, record achievement and progress and feed back to the teacher.</li> <li>3. Contribute to the development of schemes of work that are accessible to all pupils.</li> <li>4. Assist in the preparation and development of agreed curriculum activities.</li> <li>5. Support the use of ICT in learning activities.</li> <li>6. Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.</li> </ol>                                                                                                                                                               |
| <b>Support for the school:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ol style="list-style-type: none"> <li>1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.</li> <li>2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>3. Contribute to the overall ethos of the school.</li> <li>4. Appreciate and support the role of other professionals.</li> <li>5. Attend relevant meetings, including parent consultation and prospective parents' evenings, as required.</li> <li>6. Participate in training and other learning activities and performance development as required.</li> <li>7. Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.</li> </ol> |
| <b>Additional responsibilities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ol style="list-style-type: none"> <li>1. To have an overview of the needs of pupils in a particular year group as negotiated with the SENDCo and to prepare materials for, and attend, relevant meetings/reviews about these pupils.</li> <li>2. To undertake basic record keeping, filing and other administrative duties relating to particular pupils, as requested.</li> <li>3. To carry out specific lunch/after school supervision duties as per the lunch duty rota.</li> </ol>                                                                                                                                                                                                                                                                                                                                                             |
| <b>Contribution to the whole life of the school:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ol style="list-style-type: none"> <li>1. To attend all necessary meetings.</li> <li>2. To support the aims and ethos of this school.</li> <li>3. To adhere to all school policies.</li> <li>4. To actively participate in appropriate training when required.</li> <li>5. To engage actively in the performance appraisal process and undertake professional development as agreed.</li> <li>6. To work co-operatively as a member of a team.</li> <li>7. To report any stranger on site.</li> <li>8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher or SENDCo.</li> </ol>                                                                                                                                                                                                                            |
| <b>Line Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| All Associate Staff will be line managed by their Line Manager and Managed by the Headteacher.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |