



# HOLY TRINITY

## JOB DESCRIPTION Teaching Assistant Primary Phase

**Grade** Grade 3 Point 5/6 Dependant on experience

**Responsible to** SENDCo

### Purpose of the Job

- To work alongside class teachers to raise the learning and attainment of pupils
- To promote pupils' independence, self-esteem and social inclusion
- To support pupils, individually or in groups, so that they can access the curriculum, take part in learning and experience a sense of achievement
- To support the day to day running of the school

### Responsibilities and duties

- To work alongside class teachers to raise the learning and attainment of pupils.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Assist with the implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Where appropriate, adapt planning to meet the needs of individual pupils
- Read and understand lesson planning shared prior to the lesson, if available
- Establish constructive relationships with pupils and interact with them according to individual needs
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Assist in the organisation and management of the teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher, as required
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Undertake any other relevant duties given by the class teacher and / or line manager
- Establish constructive, professional relationships with parents / carers where appropriate
- Develop effective professional relationships with colleagues
- Deliver intervention strategies as required
- Administer routine tests and invigilate exams, as required
- Undertake routine marking of pupils' work, as required
- Provide clerical /administrative support e.g. photocopying, word processing, filing ☐ Maintain records as requested

## **General**

- To ensure confidentiality at all times
- To contribute to the overall ethos and aims of the school
- To promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security and data protection, reporting all concerns to an appropriate person
- To participate in training and other learning activities as required
- Take part in the school's appraisal procedures
- To attend and participate in relevant meetings as required
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. lunch and break duties, clubs, extra curriculum activities.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under supervision of the teacher
- To carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post

## **Other**

- To promote pupil's independence, self-esteem and social inclusion
- Promote the inclusion and acceptance of all pupils through positive relationships and high expectations
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and, where applicable, extracurricular activities
- Set high expectations of pupils and promote self-esteem and independence

## **The Deputy Headteacher or other member of SLT will evaluate the totality of performance of the role by:**

- Observation of teaching assistant interaction and support in class
- Evaluation of pupil progress towards identified objectives
- Contribution towards pupil independence, self-esteem and social inclusion