



# St. Philip's C.E Primary School

## JOB DESCRIPTION: Teaching Assistant

**Name of post holder:**

**Job Title/Post:** Teaching Assistant (Temporary)

**Salary:** D SCP 5-6

**Hours:** 25 hours per week, Term time plus INSET days

**Accountable to:** Head Teacher

The appointment is with the Governing Body of the School as employer under the terms of the National Society Contract. It is also subject to current conditions of employment of school teachers, contained in The School Teacher's Pay and Conditions Document and other current educational and employment legislation.

### **Job Purpose:**

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

### **1. Christian Ethos**

**To work with the Head Teacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.**

- 1.1 To attend acts of collective worship in accordance with the Governing Body's policy.
- 1.2 To implement the policy of the Governing Body on Religious Education in accordance with the trust deed.
- 1.3 To ensure that pupils have a safe and caring environment both in school and on out of school activities.
- 1.4 To foster good relationships with all members of the school and local community including parents.
- 1.5 To promote the school and all it stands for on all occasions.
- 1.6 To celebrate the successes of the school at every opportunity.
- 1.7 To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- 1.8 To perform, in accordance with any directions which may reasonably be given by the Head Teacher, such particular duties as may be assigned.

### **2. Main Duties**

#### **Support for the Pupil**

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils

- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

#### **Support for the Teacher**

- Provide minimal clerical/administrative support (e.g. photocopying, typing, filing, collecting money etc)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate and in agreed format.
- Undertake pupil record keeping as requested
- Administer routine primary tests and invigilate exams
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers

#### **Support for the Curriculum**

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- 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 school policies and procedures relating to child protection, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.