



East Coker Primary School

Teaching Assistant Job Description

Employment details

Employee's Name:	
Job title:	Teaching Assistant
Reports to (job title):	The headteacher and the special educational needs coordinator (SENCO)
Type of position:	Class Teaching Assistant
Hours of work:	Mon – Fri 8.45-2.15pm
Level and scale point:	Grade 15
Job purpose:	<ul style="list-style-type: none">• Support the teacher in the classroom and in preparation for lessons.• Support children in their educational and social development.• Provide extra support for pupils with special educational needs or disabilities.• Provide extra support for pupils with English as an additional language.

Main duties/responsibilities

Teaching Assistant:
Support children with mathematics, reading and writing on an individual, class or small group basis.
Help children who need extra support to complete tasks.
Give extra support to children with special educational needs, disabilities or English as an additional language.
Help the teacher to develop learning programmes and activities, and adapt appropriate materials.
Assist the teacher with marking and correcting work, and other administrative tasks.
Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.
Listen to children read, read to them and tell them stories.
Support the teacher in managing class behaviour.
Supervise group activities.
Look after children who are upset or have had accidents.
Take part in training, meetings and reviews.
Develop knowledge of the learning support needs of individual pupils.
For the pupils you are supporting on a one to one or group level:
Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher.
Supervise children in agreed activities such as swimming, covering the class for short periods of time while the class teacher attends a meeting.
Create displays from pupils' work.
Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use.

Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
Help out with school events, trips and activities.
Deliver support individually and in groups through a range of tasks, for example: <ul style="list-style-type: none"> • Motivating and encouraging the pupil as required by providing levels of small group/pair/individual attention, reassurance and help with learning tasks as appropriate to pupils needs. • Clarify and explain instructions. • Motivating and encouraging pupils to concentrate and fulfil tasks • Working with individuals on Intervention Programmes • Aid their learning as effectively as possible. • Ensure they are able to use any equipment and materials provided. • Assist them in weaker areas such as language, behaviour and social skills. • Help them to concentrate on and finish work set for them. • Meet physical needs as required while encouraging independence. • Assist with the development and implementation of IEP and EHC plans.
Follow the school policy and procedures.
Follow and keep up to date with school Safeguarding and Health and Safety protocols and training;
Attend training and meetings as discussed with Head Teacher as and when required;
Lunchtime Outdoor Play Cover:
Communicate effectively with pupils, listening to their concerns, acknowledge that you have taken them seriously and acted in accordance with school procedures to address them.
Take charge of groups of children in classroom during wet lunchtimes.
Help set up infant lunchtime outdoor play provision.
Attend MDSA meetings and CPD as requested.
Attend to any pupil who becomes ill during the lunch break, seek appropriate assistance and follow school procedures.
Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary; follow the first aid procedures.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes. This job description will be reviewed every three years.

Signed(Headteacher)

Signed.....

Date.....

East Coker Primary Person Specification

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> • Previous experience working with children. • Education to secondary school level at least. • Knowledge and understanding of child development and children's and families' needs. 	<ul style="list-style-type: none"> • Previous experience working in a school setting. • Relevant qualification with regard to working with children. 	A, I, D
Organisation	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. 		A, I, R
Special skills and interests	<ul style="list-style-type: none"> • Ability to encourage and enable others to develop their full potential. 		A, I
Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and to lead and work as part of a team. • A friendly, helpful, caring and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. 		I, R
Physical attributes and other circumstances	<ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Reasonable personal presentation. • Excellent punctuality. 		I, R

Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview