

TEACHING ASSISTANT

Job Description

Responsible to: Inclusion Leader
Start date: March 2022

Job Purpose:

Support the Class Teacher to make sure that all pupils in a class make progress and achieve in line with the Connaught's vision, values and policies for education.

Principal Accountabilities:

- Support pupils with learning activities to develop core English and mathematics skills.
- Work with individuals or small groups of children under the direction of teaching staff, both within lessons and through interventions/support programmes.
- Provide pastoral support for children; to encourage the development of pupils' social and emotional skills, and to enable pupils to be integrated as fully as possible into school life.
- Contribute to the progress of pupils with additional/special educational needs, so that they make good (or better than good) progress academically, socially and emotionally.

Specific Duties:

- Assist the teacher in charge with the care, well-being and progress of all children in the class.
- Establish positive relationships with pupils, including encouraging independence in learning to enable children to take ownership of their learning and next steps
- Implement planned learning activities/teaching programmes as agreed with the teacher, Inclusion Leader or Head of Year/Assistant Head, adjusting activities according to pupils' responses as appropriate.
- To prepare, deliver and assess specific educational support programmes or interventions, with appropriate guidance from the class teacher or Inclusion Leader.
- Promote positive learning behaviour in line with school policies.
- Work as part of a committed team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Contribute to the writing and review of specific targets for SEN pupils, including contribution to review meetings for specific SEN pupils as relevant, as well as pupil progress meetings for other significant groups of children.
- Promote the inclusion and acceptance of children with special or additional needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- To be involved with the planning, preparation and delivery of day-to-day learning activities with the teacher, both within and outside of the classroom.
- To contribute to the evaluation of lessons and learning activities, through providing feedback to the teacher on pupil progress and behaviour, either verbally or in writing.

Headteacher: Miss S McGann

Deputy Headteacher: Mrs K Saunders

The Alliance-Multi-Academy Trust is a charitable company Limited by Guarantee registered in England

Registered number: 0856427

Registered Office: 39 Guildford Road, Lightwater GU18 5SA

Connaught Junior School, as part of TAMAT, is committed to safeguarding and promoting the welfare of children.

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- To monitor and record pupil activities as appropriate, writing summary or feedback notes when required.
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- Liaise with other staff and provide information about pupils as appropriate.
- To supervise pupils for limited and specified periods including break and lunch times.
- To scribe and read for pupils during National Curriculum assessments.
- To assist with escorting pupils on educational visits.

General duties:

- A small percentage of teaching assistants' time may be allocated to administrative duties and preparation. These duties may include:
 - filing
 - sorting pupil records
 - photocopying
 - displaying work
 - year group resource preparation
 - preparation of teacher resources
 - preparation of pupil resources
 - tidiness and management of the year group area
- To understand and apply school policies in relation to health, safety, welfare and anti-discrimination (e.g. Inclusion, Safeguarding and Child Protection, Health and Safety, Behaviour.)
- Attend relevant training and meetings, and take responsibility for own professional development.
- To respect confidentiality at all times, both inside and outside of the workplace.
- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with performance reviewer.
- To be a positive, flexible and energetic member of staff who will foster good professional relationships with school colleagues and parents.
- The school's Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out the appropriate duties within the context of the job, skills and grade.

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