



# St Mary's C of E (Aided) Primary School

The Green  
Chipping Norton  
Oxfordshire  
OX7 5DH

## **JOB DESCRIPTION**

**Job Title:** Teaching Assistant

**School:** St Mary's Primary School, Chipping Norton

**Responsible to:** Governors, Headteacher, Inclusion Manager, Key Stage leader and Class Teacher.

### **Role:**

To work under the instruction and guidance of teaching and/or senior staff to deliver individual and small group work. To support the teacher in addressing the needs of all pupils and to establish productive working relationships with pupils and acting as a role model.

### **Main Duties:**

1. Provide levels of individual or group pastoral support to pupils including those with special needs, as directed by the teacher/Inclusion Manager.
2. Receive and supervise pupils working to an individual timetable if required.
3. Attend to pupils' personal needs and provide advice to assist in their social care, health and hygiene development.
4. Assist the teacher with the implementation of individual Education/Behavioural/Support/Mentoring plans and behaviour management strategies.
5. Support children to become increasingly independent.
6. Provide feedback to pupils in relation to progress, achievement, behaviours and attendance.
7. Support pupils' access to learning using appropriate strategies and resources.
8. Assist other staff in planning, evaluating and adjusting learning activities as appropriate.
9. Support the teacher monitoring and evaluation of pupil's responses and progress against action plans through observation and planned recording.
10. Provide objective and accurate feedback to other staff on pupil's achievement, progress and other matters as requested.
11. Develop good relationships with parents and carers.
12. Deliver and support the implementation of agreed learning activities and teaching programmes and adjust activities according to pupil responses and needs.
13. Prepare and use specialist equipment, plans and resources to support pupils.

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14. Assist with the supervision of pupils on visits, trips and out of school activities as required.
15. Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.
16. Communicate effectively with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
17. Be aware of, and comply with, policies and procedures relating to Safeguarding, child protection; health and safety; confidentiality and data protection (GDPR), reporting all concerns to the appropriate person.
18. Be aware and support differences and ensure all pupils have equal access to opportunities to learn and develop.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Debarring Service criminal background check (DBS).

Term-time working

There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

The appointed candidate will supervise designated children during their lunch break and break periods where necessary.

The appointed candidate will be expected to adhere to the Oxfordshire County Council No Smoking Policy.