

TEACHING ASSISTANT Grade 4

LEVEL 2 – To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs and the more able, ensuring their safety and access to learning activities
- Establish trusting and positive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide marking in the moment to pupils in relation to progress and achievement under guidance of the teacher
- Support 1:1 pupils if required; offering soft landing, adaptations and reasonable adjustments
- Support children at lunchtime if the environment becomes too much for them

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish positive constructive relationships with parents/carers
- Teach groups of children in phonics and maths
- Administer routine assessments and observations
- Provide clerical/admin. support e.g. photocopying, filing, display boards, data entry
- Support the creation of a stimulating environment for the children.
- Preparing the classroom following the instructions of the teacher including general tidying up and helping to set out activities.

Clanfield CE Primary School

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. English, Maths, interventions, Pre-teach, early years recording achievement and progress and feeding back to 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 the provision of engaging and creative learning experiences for children

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Familiarise yourself with all aspects of Health & Safety within the School
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

CHRISTIAN ETHOS

- To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its vision 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.
- To attend, take part in and lead acts of collective worship in accordance with the Governing Body's policy and to actively support links with St. Stephens church.
- To implement the policy of the Governing Body on Religious Education in accordance with the trust deed.
- To ensure that pupils have a safe and caring environment both in school and on out of school activities.
- To foster good relationships with all members of the school and local community including parents.
- To promote the school and all it stands for on all occasions, in particular, work with stakeholders
- To celebrate the successes of the school and at every opportunity

Clanfield CE Primary School

- To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

Safeguarding is paramount and full checks will be carried out before any appointment is made. References will be sought and a full induction process will take place on entry into a staff position within the school.

Members of staff will be expected to follow school policies related to safeguarding, child protection and health and safety.