



## **Job Description - Teaching Assistant**

**Grade 4 - main teaching assistant responsibilities and lunchtime supervision will be part of the role - 31.25 hours a week.**

### **Supporting learning for pupils**

- Support 1:1 where needed with learning, emotional and behavioural needs in the class
- Deliver learning support to individuals pupils with EHCP and Pupil profile targets
- Enhance children's learning by prompting, scaffolding support and encouraging independent thinking
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care Programmes
- 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 feedback to pupils in relation to progress and achievement under guidance of the teacher
- Assist with the physical care of children eg. toilet accidents, tying shoelaces
- Deliver interventions to children to close the gap in learning
- To offer additional support to pupils who are pupil premium and vulnerable

### **Support for teacher**

- 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 and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc
- Promote excellent pupil behaviour, dealing promptly and sensitively with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Encourage excellent behaviour to follow the school's behaviour plan
- Establish positive constructive relationships with parents/carers
- Provide clerical/admin support eg photocopying, filing, display boards, data entry

## **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
- Contribute to the overall ethos / work / aims of the school
- Participate in training and other learning activities and performance development as required
- 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
- Contribute to the school events and whole school performances
- Support and encourage events the 'Friends of Stockham' offer, acting as a keen school adult role model.
- Attend general staff meetings in order to be kept up to date.

## **Commitment to safeguarding**

Stockham Primary School is committed to safeguarding and safer recruitment practice Enhanced DBS clearance will be applied for and required for this position as well as Right to Work in UK evidence and a Fit to Work certificate. The school follow the safer recruitment guidance and references will be requested prior to interview. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. All users are considered confidentially and according to the nature of the role and information disclosed. The successful post holder will need to adhere to confidentiality guidelines and safeguarding procedures.

## **Commitment to Equal Opportunities**

Stockham Primary School recognizes the benefit of having a diverse workforce. SPS values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SPS welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.

This role is UK- based and your right to work will need to be established as part of the appointment process.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK - either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply. If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide overseas criminal records check from the country/countries you have resided in, if you are the preferred candidate for the post.