

Position: Teaching Assistant

School: Red Oak Primary School

Job Term: 37.5 hours per week

Appointment: Temporary in the first instance until 8th April 2022

Job Details

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. You will provide vital support to the teacher and contribute to raising standards of achievement for all pupils. Under the direction of the teacher, you will be working with the whole class, a small group, or an individual pupil.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

There is no requirement to supervise others, but you may be asked to demonstrate tasks to new colleagues.

Principal Accountabilities

Pupil support:

* In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
* Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
* Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
* Provide learning support to children with significant care needs, or where English is not their first language.
* Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
* Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

Curriculum:

* Support the school curriculum, including literacy and numeracy activities.
* Suggest areas where ICT might be used to enrich pupil learning
* Provide targeted support to enhance learning and improve attainment

Teacher support:

* Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
* Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
* Contribute to the planning and evaluation of work programmes for individual pupils and groups.
* Provide feedback on learning activities and contribute to school review and development planning.
* Organise the learning environment and develop classroom resources as required.
* Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
* Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

Support for the wider school:

* Develop and maintain effective working relationships with other staff and parents or carers.
* Contribute to the maintenance of a safe and healthy environment.
* Attend and actively participate in staff meetings.
* Participate in and support the professional development of other teaching assistants as required.
* Assist in facilitating school events, e.g. school plays, events.