



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB DESCRIPTION

Job Title:	Teaching Assistant
Reports to:	Headteacher
Grade:	Level 6
Location:	Oakington CofE Primary School
Hours:	25 hours per week, term time only (job share would be considered)

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Principal Accountabilities:

1. Support for children

- In conjunction with the classroom teacher, establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.

2. Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- Support the use of ICT in the curriculum

3. Support for the teacher

- 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.
- 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.

4. Support for the school

- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Provide support for school events, e.g. school plays, events.