



Job Description – Teaching Assistant

Under the supervision of teachers and the SENCO, to undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils

MAIN RESPONSIBILITIES

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' needs.
- Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support Pupils' social, emotional and physical wellbeing, reporting concerns to the appropriate person
- Encourage independent learning and promote inclusion of all pupils in and out of the classroom
- Assisting with the supervision of pupils on educational visits and other out of school activities
- Select, prepare and clear away classroom materials keeping learning areas tidy, ensuring they are available for use
- Be involved in out of school activities and after school events
- Share information about pupils with other staff, parents/carers, external agencies as appropriate
- Follow the school behaviour policy, using initiative to deal with issues which arise

General:

- To work as an effective member of the school team and to promote team work at all times
- Be aware of and comply with all school policies and procedures including the code of conduct, child protection, health and safety, reporting all concerns to the appropriate person.
- The post-holder is also required to undertake such other duties as may be required by or on behalf of Cummersdale School provided that they are consistent with the nature of the post
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Head teacher
- The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters

The Posts

Position 1 25 hours permanent

- The position has become available due to the previous holder moving on to alternative employment
- This is likely to be based in a Y3/4 class of 28 children supporting the class teacher initially
- Working hours are likely to be 9 -12pm and 1 – 3pm.
- Whilst there are currently no EHCP children in the class, the position may involve working with those with an EHCP at some time in the future
- *In addition, it may be advantageous if the candidate could run our Before School Care facility from 8 – 9am each morning. This is an established facility and usually involves supervising between 6 and 12 children each morning. This would increase the hours to 30 each week.*

Position 2 15 hours temporary due to increased pupil numbers

- 15 hours – 9am to 12pm each day
- This is likely to be supporting various class teachers throughout the school
- Having responsibility for a Read, Write, Inc Phonics Group each day
- Supporting Y1/2 teacher with Power Maths each day
- Supporting children throughout the school with reading
- Preparing resources for class teachers
- Accompanying classes on trips and visits

- *It may also be advantageous if the candidate would assist with our midday supervision between 12 and 1pm each day. This would increase the hours to 20 each week.*

- *In addition, it may be advantageous if the candidate could run our Before School Care facility from 8 – 9am each morning. This is established and usually involves between 6 and 12 children each morning. This would increase the hours to 20 or 25 each week.*

Position 3 25 hours fixed term to cover maternity leave

- Working in a Y5/6 class supporting the class teacher
- Supporting a child with an EHCP (22 hours)
- Likely hours are 9 – 12pm and 1 – 3pm
- This may have a slightly later start date of February 2022
- *In addition, it may be advantageous if the candidate could run our Before School Care facility from 8 – 9am each morning. This is an established facility and usually involves between 6 and 12 children each morning. This would increase the hours to 30 each week.*

Please state in your application which post(s) you are interested in and whether you are interested in the additional hours.