



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 27.5 hours permanent

- Based in the Reception class of 15 children
- Supporting the class teacher and leading activities for children during their first months at school
- Much of the work will be supporting a child who will have an EHCP
- The ability to work across all age groups would be advantageous
- Working hours are likely to be 8.45am -12pm and 1 – 3.15pm.
- Having responsibility for a Read, Write, Inc Phonics Group each day

- *In addition, it may be advantageous if the candidate could help with our After School Care Facility. Activities are led by a teacher but supported by a TA. This runs from 3.15 – 4.30pm and there would be opportunity for an applicant to increase their hours with an additional 3.75 hours three days a week (3 x 1.25 hrs). Please state in your application if you are interested in this.*

Position 2 25 hours. Temporary for 1 year due to increased pupil numbers

- 25 hours – 9am to 12pm and 1 – 3pm each day
- This is likely to be supporting various class teachers throughout the school, but will be based initially in Y5/6.
- The ability to work across all age groups would be advantageous
- Supporting children throughout the school with reading
- Preparing resources for class teachers
- Accompanying classes on trips and visits and supporting sports events

- *In addition, it may be advantageous if the candidate could help with our After School Care Facility. Activities are led by a teacher but supported by a TA. This runs from 3.15 – 4.30pm and there would be opportunity for an applicant to increase their hours with an additional 4.5 hours over three days a week (3 x 1.5 hrs) and there is some flexibility with these days. Please state in your application if you are interested in this.*