



## LEWKNOR C of E PRIMARY SCHOOL

### Job Description for a Teaching Assistant



**Job Title:** Teaching Assistant

**Grade:** 4-5

**Responsible to:** Class Teacher

Lewknor Church of England Primary School is committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment.

#### **Purpose of Job:**

- support the class teacher in enabling children to gain independence and participate fully in the curriculum
- to enhance the learning of children who have a wide range of individual needs

#### **Duties and Responsibilities of a Teaching Assistant:**

##### *Support for pupils*

- support children to overcome barriers to learning so that they are able to work independently in the company of other children
- implement and support the school's Behaviour Policy being especially mindful of the words and tone of voice used when talking to younger children
- be a key worker for a number of children, monitoring their achievement and keeping records and ensuring that they are listened to and that their feelings are taken into account in any matters affecting them
- help supervise children at sporting activities and other events
- demonstrate empathy with the children and to ensure that they are happy

##### *Support for the teacher:*

- develop a mutually supportive relationship with the class teacher
- assist children to become better learners by discreetly prompting them to stay "on task" and by checking their understanding during whole class teaching and independent/group work
- be in class when the pupils arrive
- keep the classroom tidy and make sure the room is clear by 3.15pm
- turn on classroom computers and check they have been shut down at the end of the day
- be prepared to wash up and sort out resources
- keep all pencils and crayons sharpened and store resources away safely
- photocopy or laminate worksheets/ newsletters and distribute them

*Support for the curriculum:*

- support the delivery of the English and maths along with other aspects of the national curriculum and the enhanced curriculum offered by the school
- undertake intervention/support programmes for target groups of pupils
- support the use of ICT for teaching and learning across the curriculum

*Support for the school:*

- work as part of a flexible and supportive team to further the vision and aims of the school
- be familiar with and supportive of school policies, including those relating to child protection, health and safety, safeguarding, confidentiality and data protection
- participate in the yearly cycle of performance management as directed by the headteacher
- undertake the relevant training (be it 'in house' or off-site) to enhance personal development and use the knowledge to benefit the school and its younger children
- put up displays in the classroom and around the school
- be responsible for the care of the resources in the classroom and around the school and their storage whilst keeping all areas tidy
- supervise the class in the temporary absence of the class teacher
- undertake lunchtime supervision and playground duty when requested/agreed
- answer the telephone in the classroom when the office is not staffed
- assist with general supervision of children on trips outside school
- assist, on a day-to-day basis, with first aid and the general care and welfare of all the children in the school
- liaise with and work alongside other adults and visitors who have come to help supervise/ teach/ support the children

**General responsibilities**

To take appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising safeguarding concerns with an appropriate manager.

## **Christian Vision**

Building strong foundations for a happy and successful life

Like the wise man who built his house on rock (Matthew 7: 24-27), we seek God's wisdom to enable us to nurture our school community so that all can flourish and achieve their best in every aspect of school life.