Lavant C.E. Primary School
Job Description
Teaching Assistant Temporary - Part-time
Grade 3

General Responsibilities

Under the direction of the class teacher or other senior staff:

- Establish constructive relationships with children, appropriate to their age, and interact with them according to individual needs.
- Liaise with class teacher and read lesson plan before the lesson to ensure an understanding of the required learning outcome.
- Supervise and support children, including those with special needs, ensuring their safety and access to learning activities.
- Support learning with groups of children specified by the class teacher – follow the teacher's plan of activities and adapt where necessary to suit the individual needs of the children, supporting them to work towards independence.
- Provide detailed and regular feedback to the teacher on pupil achievement, progress and difficulties.
- Mark the work of the children in your focus group appropriately and according to school policy.
- Know which children have ILPs, what their targets are and support them to achieve these targets.
- Work with the class teacher to ensure consistency of expectations in terms of behaviour and standards.
- Promote good pupil behaviour, dealing promptly and appropriately with conflict and incidents in line with the school's behaviour policy and encourage pupils to take responsibility for their own behaviour.
- To know and work within the remit of the school development plan to raise standards.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and under the direction of the class teacher.
- Under the direction of the class teacher put up or maintain quality displays.
- Be prepared to take small groups of children for intervention programmes.
- Promote self-esteem, independence and a growth mindset with all children in line with the ethos of the school.
- To attend to pupils' personal requirements and physical care on a daily basis while encouraging independence at all times. This may include, under exceptional circumstances, intimate care for an individual child.
- To supervise children during playtimes and lunchtimes.
- Establish constructive relationships with parents and carers.
- Provide care support and admin support as requested by the teacher (e.g. photocopying, preparing and clearing away activities).
- Assist with visits and events as required.
- Flexibility to support after school activities/care club as and when required
- Undertake the duties of a first-aider (if qualified).

Policies and Practice

- Follow the aims and principles of the school.
- Adhere to and support the school's Child Protection Policy and matters regarding safeguarding.
- Be proactive in matters relating to Health and Safety.
- Recognise and act upon perceived incidents of racism.
- Follow the correct procedures in the event of accidents.
- Contribute towards setting consistent standards of behaviour for all children.
- Help to maintain the school environment by keeping the shared areas tidy.

Continuing Professional Development (CPD)

- Take part in training offered during the working week to support professional development.
- Attend Inset as requested by the Headteacher.
- Agree personal performance management objectives. Take responsibility for the organisation or support of an aspect of school life and develop the profile within the school.