

'Let Your Light Shine' (Matthew 5:16)

Isleham C of E Primary School
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Teaching Assistant - JOB DESCRIPTION

Job Purpose:

Support the classroom teacher(s) to facilitate the active participation of ALL children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils. Support children at break and lunchtimes, especially during supervision of play & snack and mealtimes. Promote and support the whole school ethos.

Principal Accountabilities

1. Supporting Pupils

- Work with teachers to adapt learning and provide targeted support for individuals and small groups.
- Deliver interventions and learning activities that help pupils make progress and achieve their potential.
- Build positive relationships that promote confidence, independence, wellbeing and engagement.
- Support pupils with SEND, EAL and additional learning needs in line with individual plans.
- Promote inclusion and ensure all pupils can access learning and participate fully in school life.
- Support pupils' emotional wellbeing, behaviour, personal development and social skills.
- Provide personal care and intimate care where required, in accordance with school policies.
- Work with teachers and families to support pupils' learning, progress and wellbeing.

2. Supporting Teaching and Learning

- Support the delivery of a broad, balanced and engaging curriculum.
- Deliver targeted interventions to improve attainment and outcomes.
- Support literacy, numeracy and wider curriculum learning.
- Use technology and digital resources to enhance learning opportunities.
- Prepare and adapt learning resources to meet pupil needs.
- Encourage independence, resilience and positive attitudes to learning.

3. Supporting Teachers

- Monitor, record and report pupil progress and engagement.
- Contribute to the planning, delivery and evaluation of support programmes.
- Prepare classroom resources and maintain an effective learning environment.
- Assist with classroom organisation and administrative tasks where required.
- Support the implementation of behaviour, safeguarding and attendance procedures.
- Apply the school's behaviour approach, including STEPs, to promote positive behaviour and engagement.

4. Supporting the School

- Promote the school's vision, values and commitment to inclusion.
- Develop positive relationships with pupils, families, staff and external agencies.
- Contribute to a safe, healthy and welcoming school environment.
- Administer first aid where appropriately trained.
- Participate fully in staff meetings, training and professional development.
- Support educational visits, enrichment activities, performances and school events.
- Maintain high standards of safeguarding, confidentiality and professionalism.

Lunchtime Supervisor Responsibilities

- Supervise pupils during lunchtime, ensuring their safety, welfare and wellbeing.
- Promote positive behaviour, inclusion and respectful relationships.
- Support pupils in the dining hall, playground and indoor areas during wet weather.
- Encourage healthy eating, good manners and positive social interaction.
- Organise and supervise safe and engaging lunchtime activities.

- Monitor play areas and school premises, reporting hazards or concerns promptly.
- Respond appropriately to accidents, incidents and safeguarding concerns.
- Ensure pupils are supervised effectively and school procedures are followed at all times.

Professional Responsibilities

All Teaching Assistants are expected to:

- Safeguard and promote the welfare of children and young people.
- Participate in appraisal, supervision and ongoing professional development.
- Attend relevant training, including safeguarding, SEND, behaviour management and first aid.
- Maintain professional standards, confidentiality and positive working relationships.
- Promote equality, diversity and inclusion.
- Undertake other duties appropriate to the grade and purpose of the post.