Brington C of E Primary School
Teaching Assistant - Job Description

Brington C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

Job Title: Teaching Assistant

School/Service: Cambridgeshire County Council

Reports to: Headteacher Brington C of E Primary School

Grade: **Will be based on experience.**

Location: Brington Cambridgeshire

Hours: 4 Days (Monday, Tuesday. Thursday Friday) 18 hours per week, term-time only – 08:30 to 13:00

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.

- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment
- Support or Lead Forest School sessions.

3. **Support for the teacher**

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Lead intervention activities, monitoring achievement and progress and giving effective feedback to teachers and SENCo
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. **Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

It is the duty of the post holder to develop personally and professionally through reflection on their own practice and private study, keeping abreast of new initiatives and participating in appropriate in-service programmes

Please note:
This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.