FOXTON PRIMARY SCHOOL

Job Title: **Teaching Assistant**

To whom responsible Class teacher

Hours per week: 20-25 hours Monday to Friday

Job Purpose: To support the class teacher to facilitate the active participation of children in the academic and social activities of the school. To contribute to the raising of standards of achievement for all pupils. Provide 1:1 support to an individual child.

Principal accountabilities:

1. **Support for children**

- In conjunction with the class teacher, adapt activities to meet the needs of individual children and small groups
- Support children with significant developmental needs, e.g. cognitive ability, EBD, autism, learning skills, etc., as directed.
- Take responsibility for delivering learning activities 1:1 or in small groups, for those who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups 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.
- Administer medication, personal care and or first aid as required
- Develop independent and collaborative skills of all pupils
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Support children during lunch time as a Midday Supervisor

2. **Support for the curriculum**

- Support the development of an imaginative and stimulating learning environment
- Organise resources for easy pupil access
- Support the whole school curriculum.
- Support the planning and delivery of phonics.
- Support the planning and delivery of interventions.
- Provide targeted support to enhance learning and improve attainment.

3. **Support for the teacher**

- Complete records and contribute to reports on the child's progress and development as directed.
- Provide feedback to the class teacher in order to plan an appropriate follow up work.
- Help to prepare and clear up the learning environment.
- Undertake support activities for the teacher as required e.g. photocopying, preparation of materials, mounting displays and children's work.
- Contribute to the management of pupil behaviour, following the School Behaviour Policy

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 Teaching Assistant meetings and in service training.
- Attend and actively participate in Pupil Progress Meetings
- Provide support for school events e.g. school plays, events.