

**CHRISTCHURCH PRIMARY SCHOOL  
JOB DESCRIPTION  
TEACHING ASSISTANT**

POST: Teaching Assistant (Pupil Support)

PAY SCALE: LBR3 Point 5 - £11.50 per hour

RESPONSIBLE TO: Headteacher

**MAIN PURPOSE OF JOB**

To be responsible, under the direction or instruction of the teacher or line manager, to support access to learning for pupils and provide general support to the teacher in the management of resources, pupils and the classroom. Responsibilities may include work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN.

**Duties and Responsibilities to include:**

**Support for Pupils**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Have high expectations and promote independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Encourage pupils to act independently as appropriate
- Support pupils to understand instructions
- Supporting pupils in undertaking all areas of the curriculum as directed by the teacher

**Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

- Assist with the planning of learning activities.
- Give feedback about achievement/progress during or after lessons
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish good relationships with each other
- Establish constructive relationships with parents/carers.
- Administer routine tests and mark pupils work in line with school policy
- Supervise classes for IEP meetings

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2, Foundation Stage, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School**

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Support each other – Teamwork
- Work in partnership with pupils, parents, staff and Governors to achieve the aims and objectives of the school
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.