



Job Description

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Job Title:	Teaching Assistant – part time
Line Manager:	Assistant Headteacher
Location:	The Shade Primary School
Salary:	Level 2
Hours of work:	18 hours and 30 minutes per week, 8.45am – 3.15pm, (including 30 minutes planning) with a 30-minute unpaid break each day. Term time only

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.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust’s policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share

Support for the children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children or small groups of children
- Take responsibility for delivering learning activities with individuals and/or 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, when required
- Support the child in working towards agreed targets on their EHCP and Individual Education Plan
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities



Support for the curriculum

- Support the National Curriculum, including literacy and numeracy activities
- Use ICT to support learning as appropriate
- Provide targeted support to enhance learning and improve attainment

Support for the teacher

- Following guidance from the class teacher and other professionals, assist in maintaining the EHCP / IEP and relevant class records, contributing to reports on pupil progress and development as directed
- Monitor and track progress and provide regular feedback to the class teacher and SENCo, to assist in developing individual plans for children with special educational needs
- Contribute to the planning and evaluation of work programmes for individual pupils and groups
- 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

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 if appropriate
- Participate in and support the professional development of other teaching assistants if appropriate
- Assist in facilitating school events, e.g. school plays

General

- Other duties and responsibilities express and implied which arise from the nature and character of the role and commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.