

EASTFIELD INFANT AND NURSERY SCHOOL

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB DESCRIPTION

Job Title: Teaching Assistant – Level 1B
Reports to: Headteacher
Grade: Level 1B
Hours: 25 hours per week
8.45am-12 noon including 15 minute break, 1.15-3.15pm

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Principal Accountabilities: For all TAs the primary focus is to support attainment and progress of all pupils

1. Support for children

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

Additional for 1:1 roles:

- Under the direction of the classroom teacher, adapt lessons to meet the needs of the individual child to which you are assigned
- Clarify and explain instructions
- Ensure the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support the pupil

2. Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- Support the use of ICT in the curriculum

3. Support for the teacher

- Provide information to help the class teacher plan appropriate work programmes.
- Complete records and contribute to reports on pupil progress and development as directed.
- Help to prepare the learning environment for use
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson

4. Support for the school

- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Provide support for school events, e.g. school plays, events.

This role description may be amended at any time after discussion with you.

Signed Date