St. Michael's Church of England Primary School

Carlisle Road, Dalston, Carlisle, Cumbria CA5 7LN · Tel: 01228 711544 · Headteacher: Mrs J Paisley

Our school values: **Respect · Kindness · Challenge · Forgiveness · Perseverance**

Teaching Assistant: Job Description

32.5 hours per week
September 2020

Purpose:

- under the supervision of teachers/senior staff, to undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils.

Key responsibilities:

1. implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses;

2. support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities;

3. provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;

4. support learning by arranging / providing resources for lessons / activities under the direction of the teacher;

5. support pupils' social, emotional and physical wellbeing, reporting concerns to the appropriate person;

6. be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person;

7. encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities;

8. select, prepare and clear away classroom materials and keep learning areas tidy, ensuring they are available for use; develop and present displays;

9. be involved in out of school activities and after school events;

10. share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate;

11. within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

Staff Management Responsibilities:

- some assisting of less experienced staff if required.

Responsible for:

- daily maintenance of classroom environment;
- accessing some information;
- equipment – stock control.