

# **The Coppice Primary School**

## **Job Description**

**JOB TITLE: Teaching Assistant - Grade 2**

**Salary: SCP 5-7 (depending on qualifications/experience)**

### **1. PURPOSE AND SCOPE**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals and groups, in or out of the classroom. Also, contributing to associated teacher planning and the management/preparation of resources as required. Supervise whole classes **occasionally** in the **short term absence** of the teacher by maintaining order and keeping pupils on task

### **2. ORGANISATIONAL RELATIONSHIPS**

- 2.1 Responsible to the Deputy Headteacher, Phase Leader, Teacher or Higher Level Teaching Assistant; works with a qualified teacher on a day to day basis.
- 2.2 Liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers as required.

### **3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES**

#### **Support for Pupils**

- 3.1 Use curricular/learning skills and experience to support pupils including those with Special Educational Needs.
- 3.2 Establish productive working relationships with pupils, acting as a role model and setting high expectations while encouraging pupils to interact and work co-operatively with others.
- 3.3 Support pupils consistently whilst recognising and responding to their individual needs and at the same time promote the inclusion of all pupils.
- 3.4 Employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement.

### **Support for the Teacher**

- 3.5 Work with the teacher in lesson planning (as required through feedback), evaluating and adjusting lessons/work plans as appropriate, and helping to establish an appropriate learning environment.
- 3.6 Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 3.7 Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested and Undertaking marking of pupils' work and accurately recording achievement/progress. Administer and assess routine tests and invigilate exams/tests.
- 3.8 Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 3.9 Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- 3.10 Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

### **Support for the Curriculum**

- 3.11 Deliver agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs including literacy and numeracy programmes and Read Write Inc. phonics, making effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- 3.12 Help pupils to access learning activities through specialist support including supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- 3.13 Help determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

- 3.14 Be aware of and comply with policies and procedures relating to child protection/safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.15 Establish constructive relationships and help communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

- 3.16 Attend and participate in regular meetings and take part in training and other learning activities as required.
- 3.17 Recognise own strengths and areas of expertise and use these to advise and support others as required.
- 3.18 Undertake planned supervision of pupils out of school hours and supervise pupils on visits, trips and out of school activities as required and as appropriate.
- 3.19 To undertake other duties and activities within the scope of the post, as required by the line manager.

Signed:.....

Date:.....