



JOB DESCRIPTION

Job Title: Teaching Assistant (Level C2)

School / Location: Romiley Primary School

Salary Grade: Scale 3, points 5 to 6

Post Reports to: Headteacher / Senior Leadership Team

Post Responsible for: No responsibility for staff

Main Purpose of the Role:

To support teaching & learning activities across the school

To provide cover for whole classes.

Key Responsibilities:

- To work under the guidance of teaching / senior staff to implement agreed work programmes
- To assist the teacher in the planning cycle and the management & preparation of resources
- To provide support for teaching staff across the school in an appropriate learning environment
- To assist with the integration of pupils with special educational needs and/ or supporting a small group or on an individual basis within the classroom or on a withdrawal basis
- To provide cover for whole classes
- To be an integral part of the school, working in close partnership with all staff

Planning

- To assist with the development and implementation of Individual Education Plans
- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

Monitoring and Assessment

- To provide feedback to pupils in relation to progress and achievement
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- To undertake marking of pupils' work and accurately record achievement/progress
- To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed

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Teaching and Learning / Cover Supervision

- To provide cover for whole classes supervising work set in accordance with the school's policy.
- To maintain order in class and keep pupils on task.
- To respond to questions and generally assist pupils to undertake set activities
- To support, assist and supervise children in or outside classes under the direction of the teacher.
- To deal with any problems or emergencies according to the school's policies and procedures.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and on any issues arising.
- To provide assistance, as required, in the development of learning resources within the school.
- To assist at break as required
- To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- To implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils to access learning activities through specialist support
- To administer and assess routine tests and invigilate exams/tests

General

- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
 - To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
 - To provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
 - To follow school's procedures with regards to the intimate care of pupils including supporting to change them if necessary
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Safeguarding

The post holder has a responsibility to safeguard and promote the welfare of children and must comply with the school's safeguarding and child protection policies at all times.

Equal Opportunities

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The school values diversity and inclusion and welcomes applications from all sections of the community.