



School Ofsted Reg No. 115697

DFE 3344916

Job Description

POST: KS1 Teaching Assistant

SCHOOL: Wye Forest Federation – St Briavels Primary School

RESPONSIBLE TO: Responsible and accountable to the Class Teacher initially and the Head teacher for all duties, responsibilities and tasks.

JOB PURPOSE:

To work under the instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. You will also be required to assist in the dinner hall.

MAIN DUTIES & RESPONSIBILITIES:

Support for pupils

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Establish constructive relationships with pupils and interact with them according to individual needs
3. Promote the inclusion and acceptance of all pupils
4. Encourage pupils to interact with others and engage in activities led by the teacher
5. Set challenging and demanding expectations and promote self-esteem and independence.

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REDBROOK CHURCH OF ENGLAND PRIMARY SCHOOL

REDBROOK, MONMOUTH, NP25 4LY

Tel: 01600 713501

Web: www.redbrookprimaryschool.co.uk

Email: admin@redbrook.gloucs.sch.uk

ST BRIAVELS PAROCHIAL CHURCH OF ENGLAND PRIMARY SCHOOL

HIGH STREET, LYDNEY, GL15 6TD

Tel: 01594 530428

Web: www.stbriavelsprimaryschool.co.uk

Email: admin@st-briavels.gloucs.sch.uk



6. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher in line with our Marking and Feedback Policy.

Support for Teachers

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
3. Assist with the planning of learning activities
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
5. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
7. Establish constructive responsibilities with parents/carers
8. Provide admin support e.g. photocopying, filing

Support for the Curriculum

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

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Support for the School

1. Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/values of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required e.g. reviews.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times e.g. playtimes, lunchtimes
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
9. Adopt confidentiality at all times.

Qualifications

1. Good numeracy/literacy skills.
2. NVQ3 for Teaching Assistants or equivalent qualifications or experience.
3. First Aid training as appropriate.

Willingness to acquire/develop knowledge and skills in these areas

1. Effective use of ICT to support learning.
2. Use of other equipment technology.

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3. Understanding of relevant policies/codes of practice and awareness of relevant legislation.
4. General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
5. Basic understanding of child development and learning.
6. Ability to self-evaluate learning needs.
7. Ability to relate well to children and adults.
8. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Signed: Date:

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