



Samuel Lucas Primary School

Headteacher: Miss Helen Brind BA (Hons), NPQH

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Teaching Assistant Job Description

Job details:

Salary:	H2
Hours:	Full time
Contract type:	Permanent
Reporting to:	Inclusion Coordinator, Deputy Headteacher, Headteacher
Responsible for:	N/A

Main purpose:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Specific Duties:

- To demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- To promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- To support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- To use effective behaviour management strategies consistently in line with the school's policy and procedures
- To support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- To observe pupil performance and pass observations on to the class teacher
- To supervise a class if the teacher is temporarily unavailable
- To use ICT skills to advance pupils' learning
- To undertake any other relevant duties given by the class teacher
- To contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- To read and understand lesson plans shared prior to lessons, if available
- To prepare the classroom for lessons
- To communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- To communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- To contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

- To collaborate and work with colleagues and other relevant professionals within and beyond the school
- To develop effective professional relationships with colleagues
- To promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- To help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- To take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To take part in the school's appraisal procedures