



Coombe Academy Trust

Knollmead Primary School, Knollmead, Surbiton, Surrey KT5 9QP

Tel: 020 8337 3778, E-mail: vacancies@knollmeadprimary.co.uk

## Job Description

Job Title	Teaching Assistant Grade C
Department or area	Knollmead Primary School
Responsible to:	Head teacher, SENCO, Class teacher,
Purpose of the post	<ul style="list-style-type: none"> <li>To deliver agreed work programmes in an individual or small group setting in or out of the classroom under an agreed system of supervision</li> <li>To work in partnership with class teacher, Specialist Teacher and therapists to enable access to learning for all pupils</li> <li>To ensure all children are effectively supervised during the school lunch break</li> </ul>
Main responsibilities	<p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>Supervise and provide particular support for a pupil with a specific learning difficulty, ensuring their safety and access to learning activities.</li> <li>Establish constructive relationships with pupils and acting as a role model and setting high expectations.</li> <li>Promote the inclusion and acceptance of all pupils.</li> <li>Set challenging and demanding expectations and promote self-esteem and independence.</li> <li>Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.</li> <li>Use specialist skills/training/experience to support pupils with specific learning needs.</li> <li>Assist with the development and implementation of Individual Education / Behaviour Plans and Personnel Care programmes</li> <li>Encourage pupils to interact with others and engage in activities led by the teacher or other teaching assistants.</li> </ul>

### **Support for the Teacher**

- In conjunction with the class teacher and / or other professionals, to develop a system of recording children's progress.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To contribute to the maintenance of a child's SEN support plans and Speech and Language programmes.
- To participate in the evaluation of a support programme.
- To provide regular feedback about the child to the teacher and / or other professionals.
- To undertake administrative support for class teachers as requested.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities and attend class, provision and staff meetings as appropriate
- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed
- 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.
- Establish constructive relationships with parent/carers and participate in feedback sessions/meetings with parents
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- To provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. and undertake routine marking of work.( suggest we remove this as we have asked teachers mark work )

### **Support for the Curriculum for pupils with additional needs in the resource bases**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses to include whole group activities
- Help the pupils to access learning activities through specialist support and by running intervention groups.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, EYFS, KS1 and KS2, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning objectives and develop pupils' competence and independence in the use of.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings and in-service training.

	<ul style="list-style-type: none"> <li>• Assist with the supervision of pupils out of lesson times.</li> <li>• Accompany teaching staff and/or pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher</li> <li>• Appreciate and support the role of other professionals</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.</li> <li>• Check e-mail and daily diary to keep up to date with parent communications.</li> </ul>
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Key Internal Relationships	<ul style="list-style-type: none"> <li>• Head teacher and Senior Leadership Team, teaching staff, support staff and pupils</li> </ul>
External Relationships	<ul style="list-style-type: none"> <li>• Parents, community partners, academy trust, borough staff, other schools in and out of borough, other relevant organisations, visitors to the school</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Ensure health and safety and child protection regulations are observed at all times</li> </ul>

Undertaking other duties as may reasonably be expected

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder*

Created by \_\_\_\_\_ Agreed by \_\_\_\_\_ Date