



Shurdington C of E Primary School

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Job Description: Teaching Assistant

Job Purpose

A Teaching Assistant will encourage pupils to participate in the social and academic life of the school, help enable them all to become more independent learners, and help to raise their standards of achievement.

Duties

Support for the pupil

- Support pupils in their individual learning and development as well as their social and physical development (this may include children with English as an additional language).
- Work with pupils on individual targets set by teaching staff
- Help pupils improve their attainment across the curriculum

Support for the teacher

- Assist in the recording of pupils' progress
- Raise awareness of teaching staff to the strengths and difficulties of individual pupils
- Assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken
- Assist in the assessment of individual pupils and marking
- Assist in the monitoring and managing of My Plans for children who need learning support
- Raise the awareness of teaching staff to any pressures on pupils, which may result in behaviour problems
- Provide support for teachers in ensuring effective behaviour management
- Assist in setting behaviour targets
- Assist in organising resources and preparing the learning environment for activities
- Assist with displays as well as the organisation and presentation of childrens work

Support for the School

- Assist the teaching staff in the smooth transition between educational phases
- Liaise effectively with parents and other parties, as required
- Translate school policies into practice
- Review and develop own professional practice

Headteacher: Mr Jon Millin

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