

Colerne Church of England Primary School



JOB DESCRIPTION FOR TEMPORARY TEACHING ASSISTANT

General Description of Post

To work as part of a team of teachers, teaching assistants and other professionals, under the overall direction of the Headteacher.

Qualifications and Experience

To have proven successful experience of working directly with children to enhance their learning.

Duties

To work as a member of a multi-disciplinary team working under the supervision and general direction of a qualified teacher.

You will:

- Contribute to the wide range of teaching and learning activities.
- Assist in the educational and social development of individual and small groups of pupils under the direction and guidance of the class teacher, and supported by the Inclusion Manager and Headteacher.
- Assist in the implementation of individual learning plans for pupils and help monitor their progress.

To support the pupils by:

- Understanding the key factors which affect the way pupils learn.
- Promoting and reinforcing pupils' self-esteem.
- Providing support for individual pupils inside and outside the classroom enabling them to fully participate in activities.
- Being familiar with a variety of teaching methods, age-related expectations of pupils, and assessment processes in relevant subjects and age groups.

To support the teacher by:

- Supporting and developing children's learning through activities as outlined in TA plans provided by the teacher
- Carrying out various additional tasks in order to support teaching and children's learning.
- Working with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assisting class teachers with maintaining pupil records.
- Supporting pupils with emotional or behavioural needs and helping to develop their social skills.

To support the school by:

- Supporting the aims and ethos of the school.
- Following the school's policies and procedures relating to safeguarding, managing diversity and inclusion, promoting positive attitudes, values and behaviour.
- Maintaining successful and trusting relationships with children through respect, genuine consideration and recognition of their individuality.
- Using a range of strategies to provide a purposeful learning environment and promoting positive and constructive attitudes in children
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which you have responsibility.
- Setting a good example in terms of dress, punctuality, attendance and attitude.
- Attending team and staff meetings.
- Being proactive in matters relating to safeguarding and health and safety.
- Carrying out any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

To support your own personal development by:

- Working collaboratively with colleagues.
- Seeking help and advice as appropriate.
- Building on and developing prior specialist knowledge and experience.
- Undertaking further training and development as appropriate.
- Seeking to improve practice via observation and discussion with colleagues.