



Sedley's Church of England Primary School

Love to Learn – Learn to Love

JOB DESCRIPTION TEACHING ASSISTANT

'Love to learn, Learn to love.'

NAME: _____

PURPOSE: *To work under the direction and guidance of the Head teacher and Senior Management Team to assist in the learning and all round development of pupils and school.*

To ensure the safety and well-being of our children at all times. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

MAIN ACCOUNTABILITIES:

A. Effectively Contribute to Planning:

1. understand the learning objectives and the ranges of approaches to them, taking into account children's differing needs
2. understand the differentiated success criteria that allows all pupils to make good progress
3. modify materials to meet the needs of the environment, prior attainment and styles of learning and teaching
4. modify approaches or develop specific materials for individual children.

B. Be informed and proactive about the curriculum

1. explain new ideas in ways that make them meaningful
2. encourage children to ask questions and answer them accurately. Encourage them to find out for themselves or from each other
3. support a range of different ability groups including G&T children

C. Effectively contribute to the learning environment

In partnership with the teacher:



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1. take responsibility for ensuring that aspects of the classroom environment are lively and stimulating
2. help display examples of good work which are annotated so children can see what they should be aiming for
3. help develop interactive displays to support learning and teaching

D. Effectively contribute to the start of the lesson

1. where appropriate carry out administrative tasks such as registration
2. where appropriate initiate learning so that learning objectives are relevant and meaningful

E. Enthuse, Engage, Encourage and Challenge children

In partnership with the teacher:

1. develop activities that are stimulating and challenging with vivid real and relevant learning experiences
2. prompt children to develop and justify answers, speculate and hypothesise
3. welcome children's questions and motivated enquiry. Be prepared to find answers together
4. encourage children to persevere to solve problems through the application of well-rehearsed strategies

F. Effectively manage behaviour

1. contribute to a positive learning climate in which children feel valued and secure
2. organise and share rationale with children
3. exercise authority fairly and clearly leading to excellent standards of behaviour
4. where appropriate take responsibility for managing the behaviour of the class while the teacher focuses on a group

G. Effectively promote equality of opportunity and ensure inclusion

1. help ensure teaching methods and resources are properly matched to meeting the needs of all children
2. ensure children with SEN are well supported through differentiated tasks, one to one and small group work
3. provide positive role models for different groups of children
4. help ensure all children are challenged
5. help ensure that children with EAL are supported with additional materials and guidance to allow them to fully access the learning required
6. help ensure the classroom is arranged to take account of children's disabilities



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H. Effectively contribute to the plenary to reinforce learning and assess understanding

1. initiate a plenary for the group
2. carry out planned observations, noting outcomes, feeding back to the class teacher and using these to inform future planning.

I. Effectively assess children's work

1. encourage children to judge the success of their work and to set next steps for improvement
2. mark work and assess children according to guidelines set in school policies
3. contribute to APP and teacher evaluations of learning
4. in discussion with teachers set next steps with children

J. Further Responsibilities

1. to participate and supervise children in off-site activities as directed by the Head teacher and/or Class Teacher
2. to supervise during playtimes to ensure the continued safety and well-being of our children
3. to carry out any other reasonable duties as the Head teacher may from time to time require

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description will be reviewed annually.

Signed: _____ Date: _____

Signed: _____ Date: _____
(Headteacher)