



## **HEREWARD PRIMARY SCHOOL**

### **Job Description: Teaching Assistant/Midday Assistant**

#### **Purpose of the job:**

To work in partnership with class teachers to support learning in line with the National Curriculum, codes of practice and school policies and procedures

#### **Duties:**

A Teaching Assistant will:

#### **Support for pupils**

- support individuals or small groups of children under the direction of the teaching staff;
- implement planned learning activities / teaching programmes, adjusting activities according to the pupils' responses;
- help with the care and support of pupils, particularly those with social, emotional and communication difficulties;
- have a strong commitment to improving the basic skills of pupils;
- promote the inclusion and acceptance of children with special educational needs within the classroom and school, ensuring access to lessons through appropriate clarification, explanation and resources;
- establish and maintain positive relationships with individual pupils and groups;
- be an effective model for pupil behaviour;
- contribute to the making of appropriate resources to support individual, or groups of, pupils.

#### **Support for teachers**

- help with classroom resources and assessment records;
- participate in planning and evaluating learning activities, providing feedback on pupil progress;

- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- support the school curriculum, especially literacy and mathematics activities;
- provide support for learning activities;
- support the use of ICT in the classroom and within the school;
- contribute to marking at the direction of the teacher in line with the school's principles and practice;
- assist in the display and presentation of pupils' work;
- support teaching staff or senior colleagues with routine administration such as photocopying.

### **Support for the school**

- contribute to the maintenance of effective working relationships with colleagues and parents;
- contribute to the maintenance of pupils' safety and security such as supervising them for limited and specific periods during break times and escorting them on educational visits;
- attend meetings as required where the progress of individual pupils will be discussed;
- review and develop their own professional practice by attending relevant meetings or training;
- recognise confidentiality, child protection procedures, Health & Safety and the policies of the school, Governing Body and the Local Authority.

**The Governing Body of Hereward Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**