



Job Description

Service:	Education
Location:	Colindale Primary School
Job Title:	Teaching Assistant – level 4
Grade/Salary:	G £28,992 - £32,418 FTE £25,386 - £28,386 Pro Rata
Hours	8.30- 4:00 pm Mon – Fri term time only (with 30 minutes for lunch), + 1 hour per week staff meeting (time TBA)
Reports to:	Headteacher/Deputy Headteacher

1. Purpose of Job:

- To support the classroom teacher with their responsibility for the development and education of all pupils, including pupils with additional needs.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This involves planning, preparing and delivering curriculum learning objectives for individuals/groups or for whole classes. It also involves monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- To cover classes in the absence of the class teacher.

2. Key accountabilities/duties/responsibilities:

Support for the Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting expectations.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage pupils in all activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- Organise and manage the appropriate learning environment and resources.
- Within an agreed system of supervision, plan teaching and curriculum learning objectives and deliver, evaluate and adjust lessons/work plans as appropriate. This will include production of lesson plans and resources.

- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined curriculum learning objectives.
- Record progress and achievement in lessons/activities systematically, providing evidence of range and level of progress and attainment.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents/carers in pupils' learning and contribute to/lead meetings with parents/carers to provide constructive feedback on pupil progress and achievement.
- Administer and assess/mark tests and invigilate exams/tests.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the designated safeguarding lead.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school, including upholding the Unicef Rights Respecting values and the school's Rainbow values.
- Deliver out of school learning activities within guidelines established by the school such as lunchtime and after school clubs.
- Supervise pupils on educational visits, trips and out of school activities as required.
- The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description and following person specification are not exhaustive and may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their line manager and, if necessary, further job evaluation.

- Ability to plan for and provide curriculum learning objectives and teaching programmes as directed by the teacher, subject leader or other senior member of staff, differentiating and adapting programmes to suit the needs of pupils
- Ability to plan and evaluate curriculum learning objectives with the teacher, writing reports and records as required
- Ability to provide planned or unplanned cover of teacher/classes, managing the learning environment and pupil behaviour when required

Communication and influencing skills

- Ability to provide information to colleagues, parents/carers within defined guidelines
- Ability to use language and concepts appropriate to the child's age, stage of development, spoken language and culture
- Ability to build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided

Initiative and Innovation skills

- Ability to work with individual or small groups of pupils or whole classes by supervising and encouraging their participation in tasks and activities
- Ability to work within and comply with a range of school policies and procedures, including safeguarding, child protection, health, safety and security, equal opportunities, behaviour, marking, confidentiality and data protection
- Ability to use initiative and make decisions to:
 - Guide and support pupils in their personal, emotional and social development reporting problems to the teacher as appropriate
 - Use teaching and curriculum learning objectives to plan, evaluate and adjust lesson/work plans, as appropriate
 - Provide the teacher with feedback on pupil progress, achievements and problems
 - Support the teacher in managing pupil behaviour
 - Provide feedback to pupils in relation to attainment and progress
 - Assist with the supervision of pupils outside of lesson times, such as at lunchtime and playtime
 - Assist with organising and supporting school educational visits and special events, including parent consultation evenings