FULBOURN PRIMARY SCHOOL

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

JOB DESCRIPTION

Job Title:	Teaching Assistant Temporary contract
School/Service:	Primary
Reports to:	SENCO
Grade:	Level 2
Location:	Fulbourn Primary School
Hours:	8.45 a.m. – 3.15 p.m. Monday - Friday (30 hours per week)

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils. Ensure the safety and well-being of all pupils. Support children with emotional, behavioural and learning needs. Work with groups of pupils and 1:1 to support children to make excellent progress.

Principal Accountabilities:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, emotional and behavioural development, learning skills, etc. as directed.

- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing appropriate plans for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.
- Provide ad hoc administrative work as required.