Norton CEVC Primary School
Job Description: Key Stage 1 Teaching Assistant
Learn Believe Achieve
Hand in hand with God and each other

Job details

Job title: Key Stage 1 Teaching Assistant

Purpose of the job

- Support the teacher in the classroom and in preparation for lessons.
- Support children in their educational and social development.
- Provide extra support for pupils with special educational needs or disabilities.
- Assist with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

- Support children with mathematics, reading and writing on an individual, class or small group basis.
- Help children who need extra support to complete tasks.
- Give extra support to children with special educational needs, disabilities or English as an additional language.
- Assist the teacher with marking and correcting work, and other administrative tasks.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's behaviour policy and encourage pupils to take responsibility for their own behaviour
- Supervise group activities.
- Look after children who are upset or have had accidents.
- Take part in training, meetings and reviews.
- Create displays from pupils' work.
- Develop knowledge of the learning support needs of individual pupils.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher.
- Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use.
- Assist with the preparation of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
- To help with school events, trips and activities.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Communication

- Communicate effectively with pupils, parents and carers

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- To be professional, friendly, fair and firm with pupils, demonstrating the sort of politeness and respectfulness that we wish them to emulate
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Adhere to the staff code of conduct policy cited in the Staff Handbook

This job description may be amended at any time in consultation with the postholder during the appraisal period.