

Sutton CE (VC) Primary School

The Brook
Sutton
Ely
Cambridgeshire
CB6 2PU



Tel: 01353 778351 Email: office@sutton.cambs.sch.uk Website: www.sutton.cambs.sch.uk

Name of Post Holder:

Establishment: Sutton CE (VC) Primary School.

Post Title: Teaching Assistant

Grade: Level 2

Hours:

Responsible to:

Date:

Next Review Date:

Sutton CE (VC) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

General:

Part of the Teaching Assistant role is to work across the school to provide learning support for a range of pupils, in different year groups as directed by the Headteacher. At other times, Teaching Assistants will be in class (or out of class where appropriate) supporting the teacher, or working with small groups or individuals on specific interventions. Teaching Assistants could also be requested to provide bespoke support for specific children if suitably qualified to do so.

Purpose of the Job

- To provide high quality support for teaching and learning in the classroom
- To deliver learning activities to pupils (as directed by the class teacher)
- To work independently with specified pupils
- To help raise standards and outcomes for all pupils

Support for Pupils

- To assess the needs of pupils and use detailed knowledge and skills to support pupils' learning.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations following the school's behaviour policy.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

- Provide feedback to pupils in relation to progress and achievement including marking work in line with the school policy.
- To provide specific and/or personal care for children with significant development needs.

Support for the Teacher

- To organise and manage appropriate learning environments and resources.
- To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To work within our established behaviour policy to anticipate and manage behaviour consistently.
- To support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.

Support for the Curriculum

- To deliver learning activities to pupils, adjusting activities according to pupil responses/needs.
- To use ICT effectively to support learning activities.
- To select and prepare resources (with direction) necessary to lead learning activities, taking account of pupils' interests.

Support for the SEND Team

- Be an active member of the SEND Team being self-motivated.
- Deliver bespoke interventions resourcing as appropriate.
- Keep records as required.
- Feedback regularly to the SENCO and class teachers on progress of interventions.
- Be autonomous and responsible for delivery of activities and support.
- Organise your own timetable in liaison with the class teacher (s) and SENCO to ensure best use of time for the benefit of the children
- Where necessary, liaise with parents and keep them informed
- SEND Teams roles include: welfare, attendance and lateness, EAL, Sensory circuits, Speech and Language support, SEMH, English and Maths interventions, dyslexia support, SENCO assistant, liaison with Early Help etc. (this is not a complete list).

Support at lunch and break times

- To provide supervision during unstructured times, where required.
- Be responsible for ensuring a fun, active, stimulating and safe place for children to freely play as well as leading specific activities; adapting your skills and experience to work with different age ranges.

Support for the School

- To follow school policies and procedures.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To support leadership of an area of subject interest if appropriate to do so
- To contribute to the overall ethos and aims of the school.
- Contribute to the maintenance of a safe and healthy environment including pupil safety (e.g. recording accidents and carrying out first aid).
- To attend INSET and other training opportunities, taking initiative for own career development and suggesting training which could benefit the children.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events e.g. school plays, events, trips
- Provide reasonable support to the running of the school e.g. answering phones, helping with displays, maintaining the school library as necessary.
- Uphold and promote the Christian ethos and values of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.