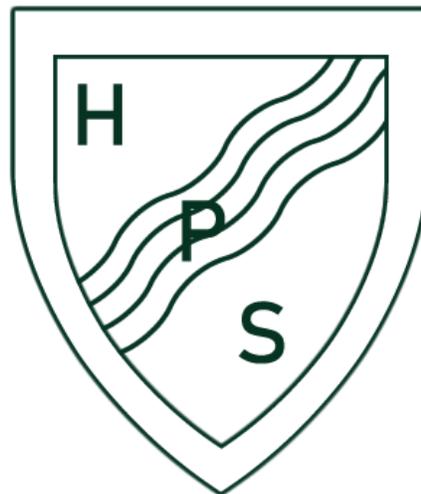


Halling Primary School

Teaching Assistant

Job Description



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School vision

Halling Primary School is a beacon of excellence, welcoming opportunities to share outstanding practice for the benefit of pupils within and beyond the school community. We simply expect 'Excellence From All!'

Employment details

Job title:	Teaching Assistant
Reports to:	SLT

Main duties/responsibilities

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.
Help the teacher to develop learning programmes and activities and adapt appropriate materials.
Assist the teacher with marking and correcting work, and other administrative tasks.
Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.
Listen to children read, read to them and tell them stories.
Support the teacher in managing class 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.
For the pupils you are supporting:
<ul style="list-style-type: none"> • Aid their learning as effectively as possible.
<ul style="list-style-type: none"> • Clarify and explain instructions.
<ul style="list-style-type: none"> • Ensure they are able to use any equipment and materials provided.
<ul style="list-style-type: none"> • Assist them in weaker areas such as language, behaviour and social skills.
<ul style="list-style-type: none"> • Help them to concentrate on and finish work set for them.
<ul style="list-style-type: none"> • Meet physical needs as required while encouraging independence.
<ul style="list-style-type: none"> • Assist with the development and implementation of EHC plans.
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 and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
Help out with school events, trips and activities.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.