

JOB DESCRIPTION

SCHOOL	Oakwood Primary Academy
JOB TITLE	Teaching Assistant (3)
GRADE	Single Status Grade 3
RESPONSIBLE TO	Headteacher
MAIN PURPOSE OF THE JOB	Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.

Main Functions

1. To work with the teacher to establish an appropriate learning environment
2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. To use specialist (curricular/learning) skills to support pupils
5. To assist with the development and implementation of IEP's
6. To establish productive working relationships with pupils, acting as a role model and setting high expectations
7. To promote the inclusion and acceptance of all pupils within the classroom
8. To support pupils consistently whilst recognising and responding to their individual needs
9. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
10. To promote independence and employ strategies to recognise and reward achievement and self-reliance
11. To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs

12. To implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
13. To support the use of ICT in learning activities and develop pupils' competence and
14. independence in its use
15. To determine the need for, prepare and maintain general and specialist equipment and resources
16. To provide feedback to pupils in relation to progress and achievement
17. To provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
18. To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
19. To undertake marking of pupils' work and accurately record achievement/progress
20. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
21. To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
22. To administer and assess routine tests and invigilate exams/tests
23. To assist in the induction of new members of staff
24. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
25. To supervise pupils on visits, trips and out of school activities as required
26. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
27. To provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc
28. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance
29. To attend and participate in regular meetings

30. To participate in training and other learning activities offered by the school to further knowledge (within employed hours). To complete first aid training and complete first aid duties as required.
32. During breaktime/lunchtime periods to carry out tasks as required to support supervision of children and to support pupils in accessing and enjoying the catering services provided by the external provider.
33. To carry out the above duties in accordance with the Trust's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

This post is paid for term time only & Inset days + 5.65 weeks paid annual leave entitlement.

We have 2 posts available to commence in September/October 2022.

The usual hours of work are 8.45am to 3.15pm, Monday to Friday.

Please be advised that you may be asked to work with pupils across the age range of Reception through to Year 6. All candidates should be flexible. You will be working under the direction of senior leaders to include the Assistant Head for Inclusion and the Headteacher.