



# Warden Park Primary Academy

## Teaching Assistant Job Description

### **General Responsibilities**

- Establish constructive relationships with children, appropriate to their age, and interact with them according to individual needs.
- Liaise with class teacher and read lesson plan before the lesson to ensure an understanding of the required learning outcome.
- Supervise and support children, ensuring their safety and access to learning activities.
- Provide detailed and regular feedback to the teacher on pupil achievement, progress and difficulties.
- Provide feedback to the children in relation to progress and achievement under the guidance of the teacher.
- Mark the work of the children in your focus group appropriately and according to school policy.
- Know what the children's targets are and support them to achieve these targets.
- Work with the class teacher to ensure consistency of expectations in terms of behaviour and standards.
- Promote good pupil behaviour, dealing promptly and appropriately with conflict and incidents in line with the school's behaviour policy and encourage pupils to take responsibility for their own behaviour.
- To know and work within the remit of the school development plan to raise standards.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and under the direction of the class teacher.
- Be prepared to take a small group of children for intervention programmes.
- Promote self esteem and independence with all children in line with the ethos of the school.
- Establish constructive relationships with parents and carers.
- Assist with visits and events as required.
- Attend meetings as required.

### **Policies and Practice**

- Follow the aims and principles of the school.
- Adhere to the school's Child Protection Policy.
- Recognise and act upon perceived incidents of racism.
- Follow the correct procedures in the event of accidents.
- Contribute towards setting consistent standards of behaviour for all children.
- Help to maintain the school environment by keeping the shared areas tidy.

### **Continuing Professional Development (CPD)**

- Take part in training offered during the working week to support professional development.
- Attend Inset as requested by your line manager.
- Agree personal performance management objectives.
- Take responsibility for the organisation or support of an aspect of school life and develop the profile within the school.