



# EDITH CAVELL PRIMARY SCHOOL

Manton Lane, Bedford. MK41 7NH

Ambitious, Achieving and Nurturing

Headteacher: Miss Heather Cooke

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|--------------------------------|---|
| <b>Title and Grade of Post</b> | <b>Level 3 – Teaching Assistant Supporting Teaching and Learning in Physical Education and School Sport.</b>  |
| <b>Job Purpose</b>             | Under the guidance of a qualified teacher to undertake educational activities which assist with the teaching and support of skills and pupil learning, working with individuals, groups of pupils and with whole classes for short periods. |
| <b>Reporting to</b>            | Head teacher/ SENCO/ Class teacher  |
| <b>Hours</b>                   | 35 hours per week   |

## **Main Expectations of the role:-**

### P.E. Responsibilities

1. To work under the direction of, alongside and to support the PE Coordinator in promoting the development of children's PE throughout the school.
2. Support the delivery and organisation of the schools PE curriculum.
3. Support the delivery and organisation of the schools out of school hours learning.
4. To lead on delivery of particular activity sessions.
5. Promote inclusion and participation for all young people within the school
6. To assist the PE coordinator with monitoring, maintaining, organising, upkeep and ordering of PE stock, supplies and activity equipment.
7. To set up, breakdown, clean and maintain equipment required for PE and leisure activities.
8. To assist the PE coordinator with the organisation of and participation in sporting events for pupils both in school and hosted at other venues.

### Support for the Children

1. Under the guidance of the class teacher to use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.
2. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. To expect high standards of work, presentation and behaviour.

### Support for the Teacher

1. To assist the class teacher in planning, devising and extending appropriate educational activities. This may include contributing to the development of Provision Maps and Personal and Pastoral Support Plans.
2. To support and work with the teacher to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the

most appropriate learning goals and strategies.

3. Under the guidance of the class teacher to deliver learning activities to individual and groups of pupils.
4. To help assess and systematically record pupils' progress using the results of this monitoring to inform further support work and to give oral and written feedback on attainment and progress to both pupils and the teacher.
5. To support expectations of pupil behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.
6. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources (including photocopying, and preparing/putting up displays of work, etc)

#### Support for the Curriculum

1. To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
2. To support the teaching of English, Mathematics or other specific curriculum areas as required.
3. Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.
4. Support pupils to access the curriculum in line with appropriate lesson plan/teacher direction.
5. Support pupils to understand instructions ie to facilitate access to lessons reinforcing the teachers' instructions in a visual format.
6. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
7. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

#### Support for the School

1. Promote by consistent example internally and externally the ethos and values of the school
2. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants;
3. Be aware of and comply with all school policies and in particular the procedures relating to Safeguarding and child protection, health, safety and security, e-safety, AUP, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned)
4. Appreciate and support the role of other professionals.
5. Contribute to the school ethos, aims and development/improvement plan.
6. Attend relevant staff meetings and undertake training and development activities.
7. Participate in annual Performance Management/Appraisal review processes, training and other learning activities as required.
8. Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
9. Under agreed school procedures, to provide First Aid assistance at break times, on educational trips and when required.
10. Assist with preparation for and accompany teaching staff and pupils on school visits, trips and out of school activities as required.
11. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the class teacher or Headteacher
12. To share responsibility for the preparation and presentation of displays.
13. To have a termly meeting with other support staff and the Headteacher or member of the Senior

Leadership Team (SLT).

14. To liaise as necessary with parents and carers and with outside agencies, offering support and advice as required.
15. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
16. To undertake tasks of a similar nature and level, as directed by the class teacher/Headteacher.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

June 2019

*Edith Cavell Primary School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.*

I understand and agree to the terms of this job description

Signed:- \_\_\_\_\_

Date:- \_\_\_\_\_