



EDITH CAVELL PRIMARY SCHOOL

Manton Lane, Bedford. MK41 7NH

Ambitious, Achieving and Nurturing

Headteacher: Miss Heather Cooke

Tel: 01234 345636 E-mail office@ecls.org.uk

www.edithcavellprimary.co.uk

Title and Grade of Post	Teaching Assistant - Level 3a
Job Purpose	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.
Reporting to	Head teacher/ SENCO/ Class teacher
Hours	2528 1/2 hours

Main Expectations of the role:-

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 through identifying, preparing, locating and gathering appropriate resources to support the adaptation of the curriculum to ensure effective access to learning for all pupils.
4. Use specialist skills and training to encourage children with SEN to benefit from the planned learning activities, including modifying the class teacher's planned activities to meet the needs of specific pupils.
5. To expect and use a range of strategies to ensure high standards of learning, presentation and behaviour from all pupils.

Support for the Teacher

1. Under the guidance of the class teacher to deliver learning activities to individual and groups of pupils.
2. To deliver lessons to the whole class as planned, resourced and assessed by the class teacher in event of their planned absence.
3. To assist the class teacher in planning, devising and extending appropriate educational activities. This may include contributing to the development of Provision Maps, EAL NASSEA descriptors, Personal and Pastoral Support Plans.
4. 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.
5. 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.

6. 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.
7. 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' independent learning 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. 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;
2. 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)
3. Appreciate and support the role of other professionals.
4. Contribute to the school ethos, aims and development/improvement plan.
5. Attend relevant staff meetings and undertake training and development activities.
6. Participate in annual Performance Management/Appraisal review processes, training and other learning activities as required.
7. Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
8. Under agreed school procedures, to provide First Aid assistance at break times, on educational trips and when required.
9. Assist with preparation for and accompany teaching staff and pupils on school visits, trips and out of school activities as required.
10. To assist with the training of CACHE, teaching and work experience students and to liaise with training college tutors where appropriate.
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, SENCO or Head teacher
12. To share responsibility for the preparation and presentation of displays.
13. To have a termly meeting with other support staff and the Head teacher 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/SENCO /Head teacher.

Additional L4 – HLTA responsibilities (for an agreed number of hours per week paid at L4)

1. To cover for teacher's PPA time including lesson planning, delivery and marking and ensure accurate recording of achievements and progress.
2. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds
3. To provide feedback to pupils in relation to progress and achievement
4. To establish and maintain constructive working relationships with pupils, setting high expectations, acting as a positive role model, fostering enjoyment, enthusiasm and independence in learning.
5. To assist the class teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential and work as a member of the team to ensure a high standard of education provision for pupils
6. Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school.

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.

Feb 2020

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:- _____