



## **The Coombes CE Primary School**

### **Teaching Assistant**

#### **JOB DESCRIPTION**

**Salary:** Grade 3, SP 5 to 6

**Contract type:** Permanent, Term Time, 31.67 hours per week (including 30 min lunch cover).

**Reporting to:** Deputy Headteacher

#### **Context of Role:**

- To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can learn.
- Support children with phonics and reading development strategies
- To ensure the health and safety of children during the lunch break

#### **Teaching Assistant:**

The main responsibilities for this post are:

- To work in conjunction with the rest of the staff team to ensure high quality delivery of the curriculum.
- To build and maintain successful relationships with pupil, treat them consistently, with respect and consideration.
- To deliver targeted tuition to small groups of children based on Read Write Inc. Phonics approach.
- To take responsibility for maintaining agreed areas of a well-resourced, attractive learning environment.
- To keep the pupils on task and to build motivation by modelling good practice.
- To plan and deliver learning activities to groups and individuals when guided by the class teacher.
- To observe and assess children in order to support the class teacher plan for next steps in their learning.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding and confidentiality.
- To be flexible within working practices of the setting, undertaking other duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, first aid, personal care etc.
- To attend where appropriate, staff training, after school meetings and educational trips.
- To support individuals or groups assigned by the teacher in raising standards- in particular facilitating tutoring for reading (Read, Write, Inc / Freshstart).

#### **Monitoring, Assessment, Recording, Reporting:**

- To provide feedback to the class teacher on pupils to help set targets for progress.
- Support the class teacher through clear communication.

**Impact on Wider School:**

- To promote and support the principle that all class-based staff are leaders of learning.
- To have high expectations of all pupils.
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To liaise with staff to ensure smooth transition from one phase to another.

**Personal Qualities and Attributes:**

- To model the school values and vision
- To be creative, warm, engaging and transparent.
- To be well organised, calm and positive.
- To be able to quickly engage and build appropriate relationships with children.
- To have high levels of emotional literacy.
- To be dependable and reliable.
- To be willing to go the extra mile, have high levels of stamina, energy and determination.
- To be an effective team member and a model of professionalism.
- To be flexible, able to respond quickly to changes and think on your feet.

**Other Professional Requirements:**

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take responsibility for own professional development and duties in relation to school policies and practices.