



Earley St Peter's C E Primary School: Grade 3 SCP 5-6
Teaching Assistant

Hours of Work: 16.25 hours

Salary:
(Actual £7,036.70 to £7,177.35)

Job Purpose:

To facilitate learning and high standards of achievement by

- In collaboration with teaching staff, addressing the needs of individual pupils and/or groups of pupils
- Supporting teaching staff in their roles both within and beyond the classroom

1. Assist class teachers in the preparation of activities, displays of work and the collection of resources.

2. Work with small groups and/or individual pupils (as designated by the class teacher) giving support to help the pupils meet curriculum targets and access the curriculum.

3. Liaise with the class teacher each day to discuss work to be carried out and to report back to the teacher on pupil progress and areas requiring attention.

4. Reinforce the school's standards of behaviour and tidiness both within the classroom and around school.

5. Assist with class administrative tasks, including photocopying and filing of work.

6. Be aware of and adhere to relevant rotas for the provision of first aid cover, playtime/lunch time supervision.

7. Liaise with class teacher on a daily basis to discuss class tasks and carry out tasks set by the class teacher.

8. Where appropriate, attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar.

9. Be aware of and implement school policies relevant to the work of a teaching assistant.

10. Uphold the school's strong culture of safeguarding and implement safeguarding policies and procedures.

11. Any other duties that might be reasonably expected by or on behalf of the head teacher e.g. in unexpected circumstances, working with individuals/groups other than those normally assigned.