



Earley St Peter's C E Primary School

Teaching Assistant Job Description	Grade: 3 SCP 5
Hours of Work: 15 hours per week: Monday - Friday 11.30 - 2.30pm	Salary: £6609.10 actual (fte £19,650)
Work Pattern: Term time only	Employment Status: Fixed term 6 th Sept 2022 – 21 st July 2023
<p>Job Purpose: To deliver intervention programmes to groups of pupils across the school in order to target key skills. To work as part of a team to provide lunchtime supervision to children in the Nursery.</p>	
1. Work with small groups and/or individual pupils to help them develop key skills in English and Maths.	
2. Deliver EAL intervention programmes to support the development of children's spoken English.	
3. Under guidance from class teachers/Inclusion Leader, plan session content to deliver to small groups/individuals.	
4. Report back to class teacher/Inclusion Leader on progress made by pupils.	
5. Reinforce the school's standards of behaviour both within the classroom and around school.	
6. Work as part of a team to supervise Nursery children in the Nursery environment during lunchtime, including promoting hygiene, independence and ensuring children are eating their lunch.	
7. Undertake administrative tasks, including photocopying and filing of work as necessary.	
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. Undertake safeguarding training and uphold the school's policy and procedures in order to ensure a strong culture of safeguarding.	
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.	