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***Easington Colliery Primary School***

Job Description

**Teaching Assistant – Grade 4**

## Responsible to - Inclusion Manager

## Purpose of Post: -

To work under the guidance of the Inclusion Manager/teaching staff to undertake work/care/support programmes, to enable access to learning for children and to assist the teacher in the management of pupils and the classroom in accordance with the School’s policies and procedures.

**Principal Accountability and Responsibilities**

* Work in partnership with teachers and other professionals to provide effective support for learning activities tailoring it to the needs of individual children if necessary.
* Contribute to the planning, preparation, maintenance and evaluation of learning activities and environment, identifying areas of improvement and new developments as necessary.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activities and assist children in their use.
* Work with small groups of children and individuals within the classroom and/or externally to the main class as required.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Support the use of ICT in learning activities and develop children’s competence and independence in its use.
* Monitor children’s responses to learning activities/interventions and accurately record achievement/progress and feedback to the teacher.
* Assist in the display and presentation of learning materials and children’s work inside and outside of the classroom environment as required.
* Maintain a high level of pastoral care to children within the class and throughout the school.
* Provide appropriate help throughout the day, including break and lunchtime monitoring and pre- and post-school activities as necessary.
* Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* Provide pastoral care and support to sick and injured children, taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents.
* Maintain accident records as required.
* Establish high expectations for behaviour and follow school policy and procedures.
* Establish constructive relationships with parents/carers.
* Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Be a role model for children and colleagues in terms of speech, dress, behaviour and attitude.
* Be punctual and professional at all times.
* Maintain and promote a positive image of the school to children, parents and visitors.
* The Post holder may undertake any other duties that are commensurate with the post.
* To be aware of, and to comply with, policies and procedures, and to report concerns to an appropriate person in respect of all school policies and procedures including Equal Opportunities, Child Protection, Safeguarding, Health and Safety, Confidentiality and Data Protection

*This Job Description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.*

**Agreed:**

Date:……………………………………………………….

Signed ……………………………………………… Post Holder

Signed ……………………………………………… Head Teacher

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should therefore not be regarded as immutable but may change in line with national prescription on teachers’ terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.