**Bishop Ian Ramsey C of E (Aided) Primary School**

Manor Road, Medomsley, Consett, Co Durham, DH8 6QN

Tel: 01207 560235 EMail:bishopianramsey@durhamlearning.net

Head teacher Mrs. Sharon Rogan

**Post Title:** Teaching Assistant

**Grade:4**

**Responsible to**: Headteacher or Deputy Headteacher

**37 hours per week**

**Term Time only**

**Salary £17,072- £18,746**

**Job Purpose:**

To support the delivery of teaching and learning to help raise standards and achievement for all pupils.

**Line Management:**

* The Teaching Assistant will be responsible to the Headteacher or Deputy Head Teacher in all matters.
* The Teaching Assistant will work under the direction of the class teacher on a day to day basis to support teaching and learning.

**Duties and Responsibilities Specific to the Post:**

* Supervise and provide particular support for groups of pupils, including those with special needs, ensuring their safety and access to learning activities.
* Assist with the development and implementation of support plans.
* Establish constructive relationships with pupils and interact with them according to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the Teacher.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.
* Assist with the display of pupils work.
* Use strategies, in liaison with the Teacher, to support pupils to achieve learning goals.
* Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Teacher.
* Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.