

## Job Description

### Post: Primary Teaching Assistant (KS2)

#### Purpose

To challenge educational and social disadvantage by supporting the class teacher in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Support the class teacher to plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Support the learning of students in lessons as directed by the class teacher, including small group teaching and full class cover.
- Facilitate the exceptional progress and well-being of any individual or group of students; provide guidance and advice to students on educational and social matters.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Use formative assessment to adapt teaching and the work of students to make sure that learning is proceeding in the right direction and to support that learning.
- Communicate effectively with the class teacher/s and SENDCo to share students' learning.
- Support students during playtime and lunchtime in the playground.
- Contribute towards and maintain high quality displays and an engaging learning environment.
- Support with the management of learning resources, including auditing, replenishing and reordering.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Provide first aid and support students with medical needs, including maintenance of relevant records and first aid boxes.
- Provide intimate care (including toileting, as required) in accordance with academy policies and procedures.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***