

Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher
Telephone
Fax
Website

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‘Valuing Everyone As Learners’

JOB TITLE: Teaching Assistant Scale 3

REPORTS TO: SENCo
SUPERVISES: Not Applicable
SCALE: 3

JOB PURPOSE:

To work under the guidance of a teacher planning and preparing lessons / learning activities and to deliver these in either a subject specialism (e.g. maths) or key stage (e.g. KS2) with a small group of pupils and on a one to one basis.

To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

Teaching and Learning Assistance – delivering learning under teacher guidance

- To assist in planning, organising and manage structured learning activities which reflect specific expertise and knowledge.
- Evaluate and adjust lesson plans.

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- Create a structured, positive learning environment within the curriculum or subject area being taught.
- Support the Curriculum Plan and learning programmes designed by the teacher.
- Assist with the development of Individual Education Plans or targeted learning objectives.
- Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils learning.
- Monitor pupil responses to learning through observation and structured assessment against pre-determined learning objectives.
- Provide objective and accurate feedback sensitively for pupils, parent etc and producing evidence based reports to Teaching Staff.
- Ensure the milestones for achievement are challenging and demanding, adjusting activity as required.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of IT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop IT competence and independent use of systems.
- Develop and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage.
- Mark pupils' work, recording progress and achievement. Administer and mark tests, invigilate exams.
- Classroom cover supervision in emergency circumstances including responding to pupil's questions and generally helping pupils undertake activities and achieve learning outcomes.

General School Support

- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

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