



Job Description for Teaching Assistant/Partner at Grayrigg CE Primary School

The Teaching Assistant/Partner will:

- Work with class teachers to raise and support the learning and attainment of pupils in all areas of the school curriculum
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining positive relationships and behaviour to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil development and pass observations on to the class teacher.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT skills alongside pupils and to support pupil learning.
- Undertake any other relevant duties given by the class teacher.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand plans for learning as required by the class teacher.
- Prepare and set up resources where required.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.



- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.
- Complete any safeguarding training as part of induction and update as required.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

Playtimes

- Support and supervise play as part of Opal Play work.
- Provide first aid as required (If qualified, if not school will arrange training)
- Set up and tidy up equipment for play during playtimes.
- engage with play training as part of Opal Play project.

Belonging *The school aims to be a place where everyone feels they belong and can bring their true authentic selves.*

- Engaging with training and resources from organisations including Anti-racist Cumbria, Stonewall, the black curriculum.
- Support teachers to increase representation of protected characteristics across the curriculum.



- Following schools belonging policy and challenging any microaggressions or stereotypical assumptions as well as deliberate discriminatory behaviour.

The TA/TP will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant/partner will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.