

## St. Andrew's C of E Infant School

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### **Job Description**

### **Teaching Assistant**

<b><u>Responsible to:</u></b>	Head Teacher
<b><u>Responsible for:</u></b>	working under the direction of the class teacher to ensure continued progress of children within
<b><u>Main Purpose:</u></b>	<ul style="list-style-type: none"><li>• To be responsible for the care and supervision of children;</li><li>• To support children in their learning;</li></ul>
<b><u>Main Activities:</u></b>	<b><u>SUPPORT FOR PUPILS</u></b> <ul style="list-style-type: none"><li>• To pre-teach pupils when required;</li><li>• To support, extend and challenge pupil's understanding during lessons;</li><li>• To support pupils during playtimes and when on school trips;</li><li>• To support pupils in achieving their individual learning targets;</li><li>• To use effective feedback (verbal and written) to support pupils in identifying their next learning steps;</li><li>• To reinforce to pupils expected behaviour;</li></ul>
	<b><u>SUPPORT FOR TEACHER/SCHOOL</u></b> <ul style="list-style-type: none"><li>• Provide support for learning activities by assisting the teacher in the planning, resourcing and evaluation of learning activities and supporting the delivery of learning activities.</li><li>• Making a contribution to organising effective learning environments and maintaining appropriate records.</li><li>• Contribute information to pupil records (e.g. assessment information)</li><li>• Participate actively in CPD opportunities e.g. INSET days, courses, on-line training, collaborative learning with other local schools</li><li>• Carrying out administrative tasks e.g. taking the register, passing money to the school office, filing work</li><li>• Liaise with parents as appropriate.</li><li>• Monitor pupils responses to learning activities and record achievement/progress as directed.</li><li>• Provide regular feedback to teachers on pupil achievement, progress and problems.</li><li>• Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.</li><li>• Establish constructive relationships with parents/carers.</li><li>• Support the use of ICT in learning activities and develop pupil's competence and independence in its use.</li><li>• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality data protection and GDPR requirements.</li><li>• To provide first day class cover as required</li></ul>

<b><u>Safeguarding</u></b>	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB disclosure.
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