



Shiplake C.E. Primary School
Memorial Avenue
Shiplake , Oxon
RG9 4DN
0118 940 2024
office.3810@shiplake.oxon.sch.uk

JOB DESCRIPTION for Teaching Assistant

(Term time only contract)

Purpose of Job:

To work as part of a team of staff supporting all children's needs within classes and monitoring and recording the progress of pupils.

Responsibilities:

Support for Pupils

- Take into account the pupils' individual needs and ensure children can access lessons and their content through appropriate clarification, explanations, equipment and materials
- Help children access the curriculum through ensuring lessons are accessible
- Support children with Special Educational Needs, ensuring they can access a curriculum appropriate to their needs in a safe way
- Support and help learners to progress
- Help children record work in an appropriate way
- Develop study and organisational skills
- Keep pupils on task and build motivation
- Reinforce or extend learning and understanding
- Build the pupil's confidence
- Promote and safeguard the welfare and safety of pupils within the school
- Support with personal hygiene, including changing when necessary
- Support children's behaviour ensuring it is appropriate for the classroom environment, through positive behaviour strategies



Shiplake C.E. Primary School
Memorial Avenue
Shiplake , Oxon
RG9 4DN
0118 940 2024
office.3810@shiplake.oxon.sch.uk

Support for teachers

- Support the teachers in the delivery of the curriculum
- Have clear lines of communication with the teachers
- Have formal meetings with teachers to discuss planning and preparation for lessons as required
- Support the teacher in evaluation of pupils' progress

Support for the Curriculum

- Support group work in Literacy and Numeracy
- Support learning across all subject areas

Support for the School

- Work as part of the team in relation to individual pupils.
- Be aware of school policies and procedures, including those relating to confidentiality and uphold them
- Identify personal training needs and attend appropriate internal and external training.
- Any other tasks as directed by the headteacher which fall within the scope of the post

Professional development

- Set targets for professional development which are agreed between the post holder and the Class Teacher/Line Manager
- Meet with the Class Teacher/Line Manager to review targets

Reviewed February 2024