

Flitcham Church of England Primary Academy

Executive Headteacher: Mrs Jane Gardener
 Church Road, Flitcham, King's Lynn, Norfolk, PE31 6BU
 Tel: 01485 600383 Email: office@flitcham.norfolk.sch.uk Web: www.flitcham.norfolk.sch.uk

Teaching Assistant Job Description

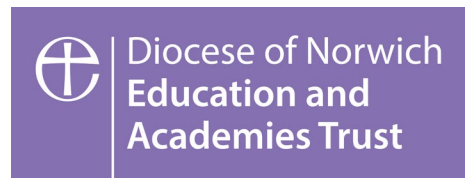
Contract: as appropriate

Hours: as arranged

Line Manager: Executive Headteacher

| Role and Context | |
|------------------------------|---|
| Job Purpose | Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the academy, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special educational needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. On occasion you may be asked to work in our partnership school, Sandringham & West Newton Primary Academy |
| Context | Job Family: Classroom and Pastoral |
| Other Job Information | Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles. Work may be carried out in the classroom or in other teaching areas. |

| Principal Accountabilities |
|--|
| Support for Pupils |
| <ul style="list-style-type: none"> • Enable access to learning and social opportunities for the child/ren you will be supporting • Have an understanding of the next steps for the child/ren you are supporting and actively provide learning opportunities to support the child/ren in reaching targets set • Provide information about the learning and progress of the child/ren you support to the class teacher for reports and information including for statutory reviews • Provide care and support inside and outside the classroom as directed for one or more individual children during the school day • Develop close, caring and purposeful relationships with target child/ren, and, where appropriate, offer support to other students in the same class as directed • Work with individual children on a one-to-one or small group basis to develop literacy, numeracy and social skills • Assist with the child/ren's personal, behavioural and social development through appropriate guidance and advice, within the context of the teacher's overriding responsibility for behaviour management in the classroom. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents |



Flitcham Church of England Primary Academy

Executive Headteacher: Mrs Jane Gardener

Church Road, Flitcham, King's Lynn, Norfolk, PE31 6BU

Tel: 01485 600383 Email: office@flitcham.norfolk.sch.uk Web: www.flitcham.norfolk.sch.uk

- Accompany students on trips or visits.
- Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine where necessary
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

Support for Teachers

- Amend/adapt resources, under the direction of the class teacher to ensure resources are appropriately differentiated
- Support children's learning in consultation with teachers during lessons
- Feedback information regarding interventions to teachers and year group staff
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all students.

Support for the Curriculum

- Work with class teachers to plan a differentiated curriculum:
 - support children's learning in consultation with teachers during lessons;
 - prepare materials to assist the teaching of students with the support and guidance of the class teacher to ensure differentiated material is available for all students;
 - assist with planning of learning activities and administer routine tests;
- Support the Academy in evaluating their inclusive practice for SEN students.

Support for the Academy

- Be aware of and comply with Academy policies relating to child protection, health and safety, confidentiality and data protection
- Be aware of and support difference and ensure all SEN students have equal access to opportunities to learn and develop
- Undertake any training required to support an individual pupil or special educational need
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers to support the achievement and progress of children you work with.

Signed by Appraiser:

Signed by Appraisee:

Print name:

Print name:

Date:

Date:



Diocese of Norwich
Education and
Academies Trust

Fritcham Church of England Primary Academy

Executive Headteacher: Mrs Jane Gardener

Church Road, Fritcham, King's Lynn, Norfolk, PE31 6BU

Tel: 01485 600383 Email: office@fritcham.norfolk.sch.uk Web: www.fritcham.norfolk.sch.uk