

## Thorndown Primary School and Pre-School

Hill Rise, St Ives, Cambs, PE27 6SE

Tel: 01480 375103

Headteacher: Miss V Godbold



**Job Title:** Higher Level Teaching Assistant or Teaching Assistant Coordinator

**School/Service:** Thorndown Primary School

**Reports to:** Team Leader / Deputy Head

**Grade:** Level 4 scp 22 - 26 (bar point 24)

**Location:** **As requested**

**Hours:** **25**

### Job Purpose:

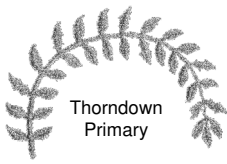
Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils. **Lead the team of Teaching Assistants - Teaching Assistant Coordinator role only.**

### Principal Accountabilities:

#### 1. Support for children

- As agreed with the class teacher, take responsibility for delivering planned curriculum activities.
- Contribute to the planning and preparation of learning activities.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe special needs, or where English is not their first language.
- Monitor pupil care needs and ensure the teaching assistant team contribute support effectively and in line with good practice.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
- Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide guidance to teaching assistants on promoting inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.





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## 2. Support for the curriculum

- Support the school curriculum, providing additional support for groups of children as agreed.
- Provide additional tuition for children who need extra support with ICT.
- Arrange and deliver extra classes for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment
- Ensure other teaching assistants have the appropriate skills to make best use of ICT.

## 3. Support for the teacher

- Provide support in evaluating pupil progress and development .
- Contribute to the development of IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Provide guidance to teaching staff in the effective deployment of teaching assistants.

## 4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Provide support to the headteacher in ensuring that the whole school provides a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Contribute to the development of less experienced teaching assistants
- Act as a mentor and role model for other teaching assistants.
- Provide advice and guidance to teaching assistants on best practice and practical problem-solving.
- Make suggestions for school events and take a leading role in organising them as agreed.

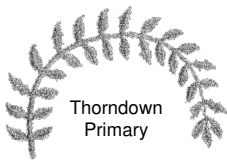
### Teaching Assistant Coordinator role only (scp 25 – 26)

- Coordinate and monitor the work of the teaching assistant team in supporting learning activity.
- Liaise with the headteacher and SENCO on the deployment of teaching assistants.
- Advise on best practice in learning support.
- Undertake performance management reviews for teaching assistants and identify objectives and training and development needs.
- Design and deliver training for the teaching assistant team.
- Ensure the teaching assistant team are integrated fully in the life of the school.



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*Thorndown Primary School fully recognises the responsibility it has under the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.*

*Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators that may suggest the child's physical or emotional well-being is at risk. Staff are expected to pass their concern to one of the 4 child protection officers in school by means of completion of a Logging Concern form.*

## Child Protection Officers:

**Head Teacher (also PREVENT lead)**

**Deputy Head**

**SENCO**

**Social Inclusion Officer**

