

## Great and Little Shelford CE (A) Primary School

### Teaching Assistant Job description

<p><b>Job Title:</b> Teaching Assistant – Level 2</p> <p><b>Reports to:</b> Chris Grey (Headteacher)</p> <p><b>Grade:</b> Level 2</p> <p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.</li> <li>Contribute to raising standards of achievement for all pupils.</li> <li>Safeguard the health and safety of all children, both in school and when engaged in school activities elsewhere.</li> <li>Safeguard the school's data information as requested.</li> </ul>
<p><b>Principal Accountabilities:</b></p> <p><b>1. Support for children</b></p> <ul style="list-style-type: none"> <li>In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.</li> <li>Carry out recommended activities for named children.</li> <li>Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.</li> <li>Establish and maintain supportive relationships with individual pupils, small groups and parents/carers as appropriate to ensure they understand and can achieve the tasks.</li> <li>Provide learning support to children with significant care needs, or where English is not their first language.</li> <li>Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.</li> <li>Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.</li> </ul>



**Great and Little Shelford C E (A) Primary School,**  
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*We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners*

Headteacher: Mr. Chris Grey PGCE, MEd

## 2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

## 3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

## 4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute with all staff members to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating and implementing school events, e.g. school plays, events.

Updated by Chris Grey (Headteacher) 25/06/2019



The Church of England  
Diocese of Ely

