



Carlton Miniott Primary Academy Job Description



Job Title: Advanced Teaching Assistant

Responsible to: Class Teacher

Hours: 21.25 hours

Job Purpose: To have direct contact with the children either on a class, group or individual basis. To assist in the learning process, working under the direction of teaching or other professional staff.

Main Responsibilities

Supporting and Delivering Learning

- Assist in the delivery of the learning process under the direction of the class teacher and other appropriate staff.
- Supervising the class, groups or individual pupils as required.
- Contribute to the planning and evaluation of the learning process.
- Offer judgement and feedback on attainment and progress within the assessment and reporting processes.
- Contribute to reporting and monitoring of pupil progress
- Take part in establishing constructive relationships with parents/carers and other agencies or professionals.
- Provide educational, emotional and physical support to pupils.
- Assisting in playground supervision when required.
- Support and assist in the development and implementation of appropriate behaviour management strategies.

Other support

Supervising other staff, students and volunteers as appropriate.

Be involved in the writing of Inclusion Passports.

Contribute to the review process.

Complete elements of the assessment process in consultation with staff.

Provide first aid treatment for children and follow up as necessary. eg. Fill in accident book.

Administrative support

- To prepare materials for the class teacher
- To do bulk photocopying
- To complete attendance registers
- To prepare, set up and take down classroom displays in accordance with decisions taken by the class teacher.
- To file records
- To collate reports

- To input results on a database
- To tidy curriculum storage areas

Other

- To participate in the performance management process.
- To be familiar with, and work within the boundaries and ethos of the school policies and procedures.
- To participate in relevant training as appropriate, including attendance at school staff development days pro rata.

Expectations of dress

The school community regards teaching assistants as respected professionals. As such, it is expected that dress code will be in accordance with the role. Trainers, casual sports clothing and jeans are not acceptable.

Signed.....ATA

Date.....

Signed.....Headteacher

Date.....