



*Mayfield is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share in this commitment.*

### **JOB DESCRIPTION**

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|--------------------|---|
| <b>Job Title:</b>  | Teaching Assistant - named child with learning difficulties |
| <b>School:</b>     | Mayfield Primary School                                     |
| <b>Reports to:</b> | Inclusion team  |
| <b>Grade:</b>      | Level 2   |
| <b>Hours:</b>      | 8.45am to 1.15pm, 5 days a week (22.5 hours)                |

#### **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 whilst meeting individual children's needs.

#### **Principal Accountabilities:**

##### **I. Support for children**

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils and small groups to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs (eg intimate care plans, medical plans, access to the school environment) or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, behaviour etc. as directed.

- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Support children at lunchtime as requested, support to engage in play and direct to clubs as needed.

## **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
- Liaise effectively with class teachers.

## **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 LSPs and IRMPs 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.
- Complete electronic records eg medical records or behaviour records as needed.

## **4. Support for the school**

- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Attend training days as required.
- Assist in facilitating school events eg school plays.