

Cottenham Primary School
Teaching Assistant – Job Description

Job Description	
The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	
Job Title	Teaching Assistant – Level 2
Line Manager	Assistant Headteacher/SENCo
Grade	Level 2
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.
Principal Accountabilities	
1. Support for the children	
<ul style="list-style-type: none"> • In conjunction with the class 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 with class teacher • Adopt a range of strategies, in line with the school’s Teaching and Learning Policy, and agreed with the class teacher, to help establish a purposeful learning environment and to promote good behaviour • Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks • Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities 	
2. Support for the curriculum	
<ul style="list-style-type: none"> • Support the school curriculum, including literacy and numeracy activities • Provide targeted support to enhance learning and improve attainment 	
3. Support for the teacher	
<ul style="list-style-type: none"> • Assist in maintaining class records and contribute to reports on pupil progress and development • 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 • 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 class 	
4. Support for the school	
<ul style="list-style-type: none"> • Develop and maintain effective working relationships with other staff and parents or carers • Contribute to the maintenance of a safe and healthy environment • Whenever possible, attend and actively participate in TA meetings • Participate in and support the professional development of other teaching assistants, as required • Provide support for school events, e.g. school plays, events 	