



CAMBRIDGE PRIMARY EDUCATION TRUST

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This post is subject to an Enhanced DBS Check.

POST TITLE: Teaching Assistant

RESPONSIBLE TO: (i) Headteacher
(ii) Senior Leadership Team

POST Teaching Assistant

GRADE Level 1A – Level 2 (according to qualifications/experience)

SALARY £16,626 - £18,672 pro-rata (dependant on grade)

HOURS Full time

LOCATION Histon & Impington Junior School/Trumpington Park Primary School

PURPOSE OF JOB: Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

MAIN OBJECTIVES:

1. Support for children

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

2. Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- Support the use of ICT in the curriculum

3. Support for the teacher

- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson

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.
- Provide support for school events, e.g. school plays, events.

You may also be required to undertake midday supervision and first-aid duties. The nature of your role may alter according to the needs of the children at the time.