



Rainhill St Ann's CE Primary School
View Road, Rainhill, Merseyside, L35 0LQ
Tel 0151 426 5869, www.rainhillstanns.co.uk
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

Post title	Teaching Assistant (Level 3)
School:	St Ann's Church of England Primary School
Salary and range:	SCP 8-11
Line manager:	Class teacher and Headteacher

Main Purpose of the Job

To work collaboratively with teaching and senior learning staff to supervise and support individuals and groups of children, including those with specific learning needs. This role aims to enable access to learning for all pupils, assist in classroom management, and implement effective behaviour techniques. The postholder will also supervise whole classes during the short-term absence of teachers, following agreed lesson plans, and provide short-term cover to facilitate Planning, Preparation, and Assessment (PPA) time.

Duties and Responsibilities

1. Support for the Pupil

- **Establish Relationships:** Build positive working relationships with pupils, acting as a role model and setting high expectations.
- **Individualised Support:** Provide consistent support tailored to individual pupil needs, ensuring inclusivity and acceptance.
- **SEND:** Assist in the development and implementation of SEND Support Plans.
- **Encourage Engagement:** Promote interaction among pupils and encourage participation in teacher-led activities.
- **Foster Independence:** Enhance self-esteem and independence by recognising and rewarding achievements according to established school procedures.
- **Feedback and Progress:** Provide constructive feedback to pupils regarding their progress and achievements under teacher guidance.
- **Specialist Support:** Utilise specialist skills and training to support pupils effectively, including administering routine and emergency medication.
- **Personal Care Programmes:** Assist in planning, implementing, assessing, recording, and reporting on personal care and independence programmes.
- **Therapeutic Support:** Support the execution of therapy and medical programmes designed by relevant professionals, providing one-to-one support as needed.



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2. Support for the Teacher

- **Classroom Supervision:** Supervise the classroom in the absence of the teacher, ensuring continuity of learning.
- **Communication:** Clearly communicate lesson plans and feedback to pupils and provide relevant updates to the teacher post-lesson.
- **Examination Invigilation:** Ensure examinations are conducted to the required standards.
- **Resource Management:** Oversee the distribution and collection of educational materials as directed by the teacher.
- **Administrative Support:** Provide clerical support, including photocopying, filing, and organising displays of children's work.
- **Learning Environment:** Maintain a conducive learning environment under the teacher's supervision.
- **Lesson Planning:** Contribute to lesson planning and adjust activities based on pupil responses and learning objectives.
- **Monitoring Progress:** Observe and record pupils' responses to learning activities, providing objective feedback on achievements.
- **Behaviour Management:** Promote positive behaviour and promptly address conflicts, encouraging pupils to take responsibility for their actions.
- **Parent Communication:** Liaise with parents/carers sensitively and effectively, participating in feedback sessions under the teacher's supervision.
- **Behaviour Plans:** Assist in planning and implementing behaviour management strategies.

3. Support for the Curriculum

- **Learning Activities:** Support the delivery of learning activities, adjusting them to meet diverse learning styles and needs.
- **Literacy and Numeracy Programmes:** Assist in delivering literacy and numeracy programmes, utilising alternative learning opportunities for extended development.
- **ICT Support:** Facilitate the use of ICT in learning activities, helping pupils develop competence and independence.
- **Resource Preparation:** Determine the need for and maintain general and specialist equipment and resources.

4. Support for the School

- **Policy Compliance:** Adhere to school policies regarding child protection, behaviour management, health and safety, and confidentiality.
- **Promote Equality:** Ensure all pupils have equal access to learning opportunities and support the school's ethos and development plans.
- **Collaboration:** Establish constructive relationships with other professionals and agencies to support pupil achievement.
- **Professional Development:** Attend regular meetings and participate in training to enhance personal effectiveness.
- **Best Practice:** Share best practice with colleagues and assist in the supervision and development of other learning assistants.



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- **Out-of-School Learning:** Help plan opportunities for pupils to learn in out-of-school contexts, following school policies.
- **Field Trips:** Accompany teaching staff and pupils on educational visits and activities as required.
- **Training Delivery:** Assist in organising and delivering training for students and adults on placement.
- **Inventory Management:** Maintain inventories of equipment and resources.
- **High Expectations:** Uphold high expectations for all pupils, respecting their diverse backgrounds and committing to their educational achievements.
- **Self-Improvement:** Engage in self-evaluation and seek opportunities for professional growth.
- **Health and Safety Compliance:** Follow the School's Health and Safety Policy and associated procedures.
- **Equality Policy Compliance:** Adhere to the School's Comprehensive Equality Policy and ensure its implementation.
- **Data Protection Compliance:** Follow the School's Data Protection Policy and Code of Practice.

The post is subject to Enhanced Disclosure.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.

The details contained within this job description reflect the principal responsibilities and tasks of the job at the date it was prepared, and are not intended to be exhaustive. However it is inevitable that, over time, the nature of the job may change. The need for flexibility, accountability and team working is required. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. The Trust will revise this job description from time to time and will consult the post holder/s at the appropriate time.