

**The Keys Academy Trust**  
**The Coombes**  
**JOB DESCRIPTION**

<b>Job Title:</b> Teaching Assistant	<b>Job Ref:</b> TA0119					
<b>School:</b> The Coombes Church of England Primary School	<b>Salary:</b> To be discussed					
<b>Reports To:</b> Phase leader						
<b>Grade:</b> TBA						
<b>Employment Status:</b> Fixed Term						
<b>Hours of Work:</b> Full Time or Part Time						
<b>Job Purpose:</b>  -To facilitate learning, of priority groups across the school in accordance with school policy and leadership direction in the pursuit of high standards of pupil's achievement and progress - To lead and support children's play during the lunch time						
<b>Departmental/Team Purpose:</b>  The purpose of the school is to meet the educational needs of children and young people within the local community						
<b>Organisation Chart:</b>  <div style="text-align: center;"><table border="1"><tr><td>HEAD TEACHER</td></tr><tr><td>↓</td></tr><tr><td>PHASE LEADER</td></tr><tr><td>↓</td></tr><tr><td>TA</td></tr></table></div>		HEAD TEACHER	↓	PHASE LEADER	↓	TA
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<b>Scope</b>	
<b>Financial Accountabilities</b>	NONE
<b>Staff Responsibilities</b>	NONE
<b>Management of Physical Assets</b>	NONE

<b>Summary of Main Contacts.</b>
<ul style="list-style-type: none"><li>▪ Teachers</li><li>▪ Pupils</li><li>▪ Parents</li><li>▪ Governors</li><li>▪ Other school staff</li><li>▪ Other professionals</li><li>▪ LEA</li></ul>

<b>Safeguarding statement</b>
<p>We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:</p> <ul style="list-style-type: none"><li>• providing a safe environment for children and young people to learn in</li><li>• identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.</li></ul>

<b>Main Tasks/Accountabilities</b>
1. Work with groups or individuals giving support for individual needs and assist the teacher with a range of skills e.g. reading and phonics
2. To work with the SEN/Subject co-ordinator and help deliver the specific programmes e.g. Read Write Ink to small groups of children
3. To aid the teacher in classroom discipline reinforcing the teacher's standards of behaviour in line with the school behaviour policy
4. To work with children during the lunch period to help develop social skills
5. To deploy at short notice to support the teaching and learning of pupils as per the priorities of the school
6. Regularly report back to the teacher on pupil's progress and areas of concern
7. Liaise with class teacher on a daily basis to discuss class tasks, carry out tasks set by a qualified teacher
8. First Aid and/or lunchtime/breaktime playground supervision
9. Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar. Complete safeguarding training online in own time
10. To support the school's Christian values of compassion, perseverance, forgiveness, wisdom, respect and responsibility.

