

Edmund Waller  
Primary School

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## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

**Title:** TEACHING ASST- PEDAGOGIC

**Grade:** Scale 5

**School:** Edmund Waller Primary School

**Post No:** Level 3a

**Reports to:** SLT

### MAIN PURPOSE OF THE JOB

Working under guidance of teaching staff: implement work programmes to individuals/groups this could include those requiring detailed and specialist knowledge in particular areas; assist in whole planning cycle and management/preparation of resources; provide cover for whole classes for short periods under an agreed system of supervision.

### SUMMARY OF RESPONSIBILITIES AND DUTIES

#### SUPPORT FOR PUPILS

- Assess the needs of the pupils and use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of ILPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement.

Headteacher: Anne Rennie  
Chair of Governors: Arjun Medhi  
Business Manager: Gareth Hudson



## SUPPORT FOR TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess/mark tests and invigilate exams/tests
- Provide general clerical/admin support eg. administer coursework, produce worksheets for agreed activities etc.

## SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Deliver literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment resources

## SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop



- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Undertake planned supervision of pupils out of school hours
- Supervise pupils on visits, trips and out of school activities as required

## **EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.