

BIDDICK PRIMARY SCHOOL JOB DESCRIPTION

Post: Teaching Assistant

Responsible To: Class Teacher / Phase Leader

Purpose of Job:

To support individuals and groups of children, under the direction of the teacher, enabling access to learning for all pupils and assisting them in achieving their full potential.

Main Duties

Support for Pupils

- Establishing and maintaining relationships with individual pupils and groups.
- Contributing to children's health, well-being and social and emotional development.
- Promoting self-esteem by praising effort and ensuring identifiable success in the classroom.
- Contributing to planning and evaluation of learning activities, adapting them as necessary to meet the needs of the children.
- Maintaining awareness of pupils' needs and targets.
- Assisting individual pupils or small groups of pupils in classroom activities under the direction of the teacher, ensuring children remain on task and complete set work, and that learning accurately reflects their targets.
- Assisting teaching staff in the monitoring and evaluation of pupils' progress.
- Supporting children with SEND to meet outcomes relating to EHCPs or support plans.
- Supporting children with specific needs e.g. sensory, cognitive, communication or learning difficulties and behavioural, emotional and social development needs.
- Undertaking duties in connection with personal hygiene and welfare of pupils, as directed by the teaching staff.
- Supervising individuals and groups of pupils throughout the day, including daily supervision in the playground and dining areas at lunchtime.

Support for the Teacher

- Assisting in the preparation and reproduction of learning materials and the management of resources.
- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Assisting in the preparation of display materials and the copying and duplication of teaching materials.
- Contributing to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the planning and production of support plans).

Support for the School

- Assisting in maintaining a safe environment for pupils and staff.
- Accompanying teachers and classes on educational visits as required.
- Assisting in the supervision of pupils during the day and in the playgrounds/school grounds as required.
- Assisting in ensuring that pupils adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- Contributing to preparing reports on pupils as appropriate.
- Liaising with parents and other parties as required.
- Assisting the school in promoting, developing and enhancing the school ethos and values.
- Contributing to the whole school's self-evaluation process.
- Carrying out additional tasks as directed by the Headteacher.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of school records and information. The post holder must carry out their duties with full regard to the School's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other policies.

The post holder must comply with the school's Health and Safety rules and regulations and with Health and Safety legislation. In addition, the post holder will be required to undertake other reasonable duties within the level of the post as requested.

The work of schools changes and develops continuously, which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks. This job description may be amended at any time following discussion between the Headteacher and the post holder.