

# Inspiring Futures Partnership Trust

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Our Academy Websites: [www.cheppingviewprimaryacademy.org](http://www.cheppingviewprimaryacademy.org)

[www.abbeyviewprimaryacademy.org](http://www.abbeyviewprimaryacademy.org)

[www.kvpa.org.uk](http://www.kvpa.org.uk)



## KS1-KS2 Teaching Assistant Job Description

This Job Description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

### Main responsibilities

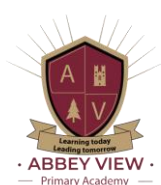
The post-holder will be expected to support whole class learning, groups of children or individual children having specific or particular needs, as directed. The post-holder will share in the care and wellbeing of pupils throughout the Academy. Teaching Assistants will be fully informed about the needs of groups and individuals' they are supporting and where working with named children the outcomes of their Educational Healthcare Plan and those targets set by external professionals and how to effectively support these needs. Teaching assistants will work under the direction of class teachers and the Head of Academy to support and deliver planned learning interventions.

### Safeguarding

To be responsible, under the direction of the Principal or another designated teacher, for promoting and safeguarding the welfare of all children within the establishment and to ensure that safeguarding is a priority by following procedures effectively and immediately. Vigilance and sensitivity are essential.

### Teaching and learning

- Plan, provide and adapt support for children inside and outside the classroom in order to enhance their learning, accelerate their progress and enable them to fully participate in activities
- Provide timely and incisive feedback on pupil progress and the impact of interventions
- Support the emotional, social, behavioural and pastoral needs of pupils under the direction and guidance of teachers and leaders, assisting with any specific behaviour management strategies
- Assist teachers with summative and formative assessment and setting next step targets
- To access and prepare resources that meet the learning needs for groups and individuals
- To assist with general classroom management and the organisation of resources and equipment
- Assist in the implementation of provision maps and EHC plans for individuals or groups of children and assess and monitor their progress
- Support the Academy's curriculum through attendance on educational visits.



Initial  
Teacher  
Training  
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### **Working collaboratively**

- Comply with the Academy's rigorous approach to safeguarding
- To contribute to the positive and supportive culture of the Academy
- Where appropriate, and under the direction of class teachers and the Principal, communicate and meet with parents / carers
- Work with external professionals, such as speech therapists and occupational therapists, as necessary
- Attend and contribute to annual reviews, as appropriate, and contribute to the writing of reports on pupil progress for SEN children
- To participate in relevant professional development and attend any training courses wherever possible to benefit the education and wellbeing of the children
- Attend staff and team meetings and training days, as required, to develop experience and broaden awareness, expertise and skills
- Participate in the Academy's procedures for performance management administrative assistance
- Support teachers in record keeping and other tasks in order to advance teaching and learning
- Carry out administrative and clerical tasks e.g. photocopying, inputting pupil data and classroom display to assist in the smooth running of the class
- Undertake other duties from time to time as the class teacher or Principal requires
- Support and contribute the vision, and ethos of the Academy
- Act as a role model for the Academy's values
- To be aware of and follow the Academy's policies and procedures
- To maintain confidentiality about home-Academy/pupil-teacher/academy work matters
- Be proactive in matters relating to health and safety
- Set a good example in terms of dress, punctuality and attendance
- Undertake any other professional duties that may be reasonably assigned by the Principal

### **Behaviour and classroom management**

- Have consistently high expectations of pupils
- To implement the Academy's behaviour policy – (Prove. Reward, Consequences)
- To support the class teacher by modelling the correct behaviours for learning health and welfare of children

### **Health and Welfare of Children**

- Safeguarding
- To have an overview of children with identified medical and additional needs
- To support and care for children who are injured or sick
- Assist in keeping accurate medical records when necessary
- Supervise and assist children with dressing and undressing, in line with Academy policy, when necessary
- To attend to any personal care needs as required
- Attend up to date and relevant first aid training

### **Break and Lunchtime Safeguarding Duties**

- Supervise children during break or lunch either inside or outside. This involves supervision of children before, during and after they have eaten their lunches as per the rota of responsibilities
- Ensure the safety of children at all times
- Be on duty on the playground to support positive play, effective playground behaviour and to ensure the smooth running of break/lunch sessions
- To undertake break duties and be prepared to cover for members of staff when required