**Rimon Jewish Primary School**

**Job Description: Teacher Assistant**

**Job Title: Teacher Assistant**

**Responsible to: The Headteacher**

**Salary: Level 2 NJC scale point 15-18 (or Level 3, 21-24 if suitably qualified)**

**Job Purpose:**

To support the classroom teacher with their responsibility for the development and education of all pupils.

To assist in development of pupils’ academic and social learning, the provision of care and the management of pupils’ behaviour under the guidance of teaching staff and senior colleagues.

To encourage the pupils to participate in the social and academic life of the school.

To enable the pupils to become more independent learners and help raise their standards of achievement.

To support the Headteacher with whole school organisation and activities.

**The Learning Support Assistant will:**

* support children’s learning (either whole class, small group or 1:1) in a class or classes as directed by the Headteacher
* work under the guidance of teaching and senior staff and within an agreed system of supervision and support
* maintain and promote the positive ethos and core values of the school, both inside and outside the classroom
* act as a role model to pupils within the school community
* implement agreed work programmes with individuals and / or small groups, both in and out of the classroom, in secular and / or kodesh (Jewish Studies) and / or Ivrit (Modern Hebrew) lessons and activities
* assist the teacher in the whole planning cycle and the management and preparation of resources
* assist the teacher in observation, assessment and recording pupil progress
* assist the teacher in providing a stimulating and nurturing learning environment
* contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
* actively contribute to the process of building up and developing a new orthodox Jewish primary school
* implement agreed school policies and guidelines
* support school initiatives agreed by the Headteacher and staff

**Duties**

**The Teacher Assistant will:**

**Support for pupils**

* help with the general care and support of pupils and contribute to their health and well-being
* establish and maintain positive relationships with the children
* support pupils’ learning activities and attend to any additional learning needs
* support pupils’ in their individual learning and development, for example, in their acquisition of cognitive and learning skills
* motivate and encourage pupils in all areas of school life and personal development
* facilitate pupils to participate in the curriculum and class activities as independently as possible under the guidance of the class teacher
* set challenging and aspirational expectations for pupils, including (for Level 3) planning for and leading agreed interventions (1:1 and / or small groups)
* where required, clarify and explain instructions to individual pupils using alternative and augmentative communication where necessary
* assist with development of appropriate resources for pupils in order to improve and facilitate their independent access to the curriculum
* hear pupils read individually (English and / or Hebrew reading) according to their defined level and maintain accurate and up-to-date reading records
* help pupils to develop their speaking & listening, English, maths and ICT skills, and thus improve their attainment across the curriculum
* assist pupils in carrying out schemes of work and programmes set by teaching staff
* encourage individual pupils / groups of pupils to interact with other children and engage in activities led by the teacher and other classroom staff
* assist with the development of pupils’ personal hygiene skills
* promote the inclusion and acceptance of all pupils
* provide feedback to pupils in relation to their progress and achievement
* promote the children’s self-esteem and encourage their independence
* encourage pupils to interact with each other and engage in activities led by the teacher
* provide feedback to the children in relation to their progress and achievement
* liaise with the Inclusion Leader and assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
* together with the class teacher, ensure all IEPs are being used in the classroom
* in consultation with the class teacher, and other professionals where involved, assist in maintaining behavioural structures and strategies within the context of the school’s behaviour policy and pupils’ IEPs and / or IBPs
* where required and appropriate, liaise with all the external professionals involved including participating in specialist teaching and therapy sessions in school
* actively promote the development of pupils’ social skills in the playground through organising and facilitating activities between different groups of pupils

**Where also working 1:1 with a named pupil with Special Educational Needs.**

* incorporate all advice and externally provided programmes into the named pupil’s school work and activities
* Within working hours, where necessary and possible, accompany the named pupil to external appointments as well as to on-site and off-site specialist provision (eg therapy, specialist teaching etc.)
* attend and contribute to meetings when requested regarding the named pupil
* complete written documentation when requested regarding the named pupil
* Carry out physical care needs for the named pupil as necessary and assist in the development of his/her self-help skills. This may include toileting routines, help with eating, giving prescription medication, physiotherapy and occupational therapy exercises etc
* Carry out simple routine maintenance of equipment needed by the named pupil (eg changing batteries in hearing aids, ensuring equipment is working etc.)
* liaise regularly (verbally and in writing) with the named pupil’s parents, in particular regarding his/her progress and achievements
* assist the named pupil during lunchtimes and break times when necessary
* promote the inclusion, understanding and acceptance of all pupils with special needs
* work in conjunction with other classroom support staff in order to allow the named pupil to also receive support from different staff so as to avoid creating a situation of over-dependency
* Support for the teacher
* help with the organisation of classroom resources and pupil records
* assist with the preparation of teaching and learning materials and activities
* assist with preparing and clearing the classroom
* assist in the preparation and presentation of display materials
* assist in the development and maintenance of a purposeful, orderly, safe and supportive environment for pupils and staff
* contribute to the planning and evaluation of learning activities
* support the use of ICT in the classroom
* assist in the assessment and recording of pupils’ progress as requested
* assist with assessing the children’s reading progress and recording it appropriately
* provide regular feedback to the class teacher regarding pupils’ progress, achievements and difficulties
* monitor pupils’ progress within learning activities and accurately record achievement and progress as requested
* assist with maintaining accurate and up-to-date individual pupil records, including any information regarding pupils with Special Educational Needs
* contribute daily to the pupils’ individual Foundation Stage records so that assessment and observation information is relevant and up-to-date (applicable to working in Reception)
* assist the class teacher in completing the EYFS Profile for all pupils (applicable to working in the Reception class)
* where appropriate, share responsibility for ensuring that the class planning folder is kept up-to-date and is available in school for consultation
* support the teacher in managing pupils’ behaviour, and maintain good order and discipline, in accordance with the school's positive Behaviour Management policy
* assist in providing a stimulating, happy and enjoyable classroom environment, where resources can be accessed appropriately by all pupils
* establish constructive relationships with children’s families
* support teaching staff and senior colleagues with administration tasks such as photocopying, filing, etc
* **Where also working 1:1 with a named pupil with Special Educational Needs.**
* work in partnership with the class teacher and other classroom staff to plan, prepare, deliver and review support for the named pupil
* assist the class teacher in the development and implementation of suitable programmes of support for the named pupil (i.e. as identified and targeted in the IEP and IBP)
* in conjunction with the class teacher (and other professionals as appropriate), help to develop and maintain an accurate and effective system of recording the named pupil’s progress
* participate in all aspects of evaluating the named pupil’s support programme through attending informal or formal review meetings as well as contributing to written reports, oral presentations or multi-agency discussions
* provide regular feedback to the class teacher regarding the named pupil’s progress, achievements and challenges
* establish constructive relationships with the pupil’s parents and carers

**Support for the school**

* be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records
* contribute to the overall ethos/work/aims of the school
* to work as part of a multi-disciplinary team
* liaise and work together with other professionals, specialists and external agencies, to support achievement and progress of the pupils
* attend and participate in regular meetings as requested and required
* when requested, attend meetings with parents and other relevant bodies and professionals both in and outside of school time, but within directed time
* appreciate and support the role of other professionals
* assist with the organisation of school medical arrangements eg dental inspections, nurse visits, hair checks etc
* accompany teaching staff in order to supervise pupils on educational visits, trips and out of school activities as required
* assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
* assist with the presentation of special events eg school concerts, plays, Jewish festival celebrations, parents’ evenings etc
* where timetabled or requested, lead daily tefillah (prayer) and benching (grace after meals), in accordance with the school’s policy
* lead lunchtime / before / after school clubs as requested and appropriate
* cover for an absent member of staff, including a teacher, when requested

**THE REST OF THE JOB DESCRIPTION IS GENERIC TO ALL RIMON STAFF**

**Classroom Organisation and Management**

* Create a well ordered, attractive, secure and nurturing environment which ensures the educational, emotional, social and pastoral wellbeing of all the children
* Monitor and organise the class resources so that they are appropriate, well maintained and stored in an orderly and accessible manner
* Where appropriate, lead, organise and direct the class staff team, including planning for and deploying support staff effectively

**Pastoral care**

* Attend to the children’s physical and hygiene needs when necessary
* Ensure the safe supervision and dismissal of children at the end of the day
* Recognise and respond appropriately to the children’s emotional needs
* Responsible for safeguarding and promoting the welfare of children
* Liaise appropriately with the school’s Designated Safeguarding Lead regarding any issues of concern regarding the welfare of pupils within the class or school

**Health and Safety**

* Mark and maintain accurate class registers in accordance with the school policy
* Organise the physical classroom/office environment and daily routine taking into account Health and Safety requirements
* Maintain a neat, orderly & safe environment
* Safeguard the health and safety of pupils, both on school premises and when they are engaged in authorised school activities off-site
* Contribute to & comply with security arrangements both within and outside of school

**Professional Development**

* Attend and contribute towards INSET sessions as directed by the Headteacher
* Participate in out of school professional development activities as appropriate and as directed
* Contribute to whole school sharing of best practice
* Participate in whole school professional development initiatives
* Take responsibility for personal professional development, in particular with regard to teaching and learning
* Participate in the school’s staff appraisal process
* Maintain a personal log and record of Continuous Professional Development
* Maintain & update necessary knowledge and skills (including ICT) relevant to the post
* Recognise own strengths & areas of expertise & use these to advise & support others

**School Strategic Development**

* Participate in and contribute to all staff meetings which relate to the school's development, management, curriculum, safety, administration and organisation as well as whole school professional development
* Contribute to whole school curriculum development
* Contribute towards the development, establishment and implementation of whole school policies
* Contribute to school self-evaluation and development plans where appropriate
* Participate in the whole school performance management framework including the appraisal of his/her own performance, and that of other staff

**Equal Opportunities**

* Ensure that all children and adults within the school community have equal opportunity and access to all aspects of school life, information and provisions
* Be aware of and support and respond to differences in children’s learning styles to ensure that all pupils have equal access of opportunity to learn and develop

**Whole School Organisation**

* Establish and maintain good professional working relationships with the whole school community in order to promote the development and effective delivery of the school curriculum and maximise the children’s achievement
* Liaise and consult with the Headteacher and other members of staff on matters relating to the school’s curriculum, pupils, staffing and day-to-day organisation
* Undertake subject leadership responsibilities as requested by the Headteacher
* Carry out general school duties such as before school, lunchtime, break time and after school supervision
* Undertake school organisational responsibilities as requested by the Headteacher
* Contribute to the extra-curricular life of the school eg assisting, planning & leading special events when requested; leading lunchtime / or after school clubs etc
* Cover for absent staff as directed by the Headteacher or other senior staff
* Cover other classes/duties (eg to release staff for non-contact time) if directed
* Maintain and respect pupil and staff confidentiality at all times
* Undertake other duties that may reasonably be assigned by the Headteacher or other senior staff to ensure the smooth running of the school

All Rimon employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in the job description. In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

**This job description will be reviewed annually and updated where appropriate and necessary.**

**This job description may be amended at any time after discussion with you, but in any case will be reviewed at the end of each academic year and / or at the time of your appraisal.**