



CHERRY TREE HILL PRIMARY SCHOOL

Job Description

Post: TEACHING ASSISTANT

Introduction

The optimum requirements of this post are as described.

Job Purpose

- Provide support to the Head Teacher and teacher across a range of child centred activities which promote child development and learning
- Work with individual children and young people as directed by the Head Teacher and teacher

Supervision Received

Appointed within the school or unit as part of a team:

- To work within the general directions of the Head Teacher
- To work under the leadership and supervision of a teacher or Teaching Assistant Manager

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters,
- Promote the inclusion and acceptance of all pupils
- Promote development and learning, physical, emotional, education and social
- Provide a secure, caring and enriching environment for the children
- Support children including those with statements of SEN
- Have familiarity with all relevant statements of special educational needs
- Help to promote children's self esteem

SUPPORT FOR THE TEACHER

- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support, eg. Photocopying, typing, filing, collecting money, etc
- Prepare support materials
- Contribute to the preparation of classrooms and outdoor areas
- Display work and information for children and adults
- Exercise general care and supervision of children during the school day, inside and outside

SUPPORT FOR THE CURRICULUM

- Participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of pupils
- Monitor and contribute to the assessment and recording of children's development and be involved in the sharing of this information
- Support pupils in respect of local and national learning strategies, eg. Literacy, numeracy, KS1, KS2, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

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 an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in and contribute to training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management
- Participate in and contribute to staff meetings and INSET
- Maintain and develop good working relationships with parents and other adults involved with each child
- Undertake any professional duties reasonably delegated to him/her by the Head Teacher