JOB DESCRIPTION

Job Title: **Teaching Assistant**

Location: **Pool CE Primary School**

Responsible to: **Headteacher**

Purpose of Role:
To work under the direct instruction of teaching / senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main duties:

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

2. To supervise and support pupils ensuring their safety and access to learning

3. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

4. To promote the inclusion and acceptance of all pupils

5. To encourage pupils to interact with others and engage in activities led by the teacher

6. To encourage pupils to act independently as appropriate

7. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work

8. To be aware of pupil problems/progress/achievements and report to the teacher as agreed

9. To undertake pupil record keeping as requested

10. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate

11. To gather/report information from/to parents/carers as directed

12. To provide clerical/administrative support – photocopying, typing, filing, collecting money etc

13. To support pupils to understand instructions

14. To support pupils in respect of the National Curriculum – English, Maths, Early Years, as directed by the teacher

15. To support pupils in using basic ICT as directed

16. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

17. To 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.

18. To follow the school safeguarding policies and procedures.

19. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

20. To contribute to the overall ethos/work/aims of the school

21. To appreciate and support the role of other professionals

22. To attend relevant meetings as required

23. To participate in training and other learning activities and performance development as required

24. To assist with the supervision of pupils out of lesson times, and at lunchtimes

25. To accompany teaching staff and pupils on visits, trips and out of school activities as required

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.