

Bond Primary School
Job Description



Job Title	Teaching Assistant	Hours	32.5 hours per week
Grade	ME 4	Working pattern	(38 teaching weeks plus 1 INSET week)
Reports to	SENCO / Class teacher		

Purpose and Context	<p>Assisting, as part of a team, in supporting the overall development and care of pupils. Contributing to the smooth running of classes and the maintenance of a safe and stimulating learning environment.</p> <p>1. Participating in the provision of a safe and stimulating learning environment. 2. Participating in the provision of a full and balanced range of learning activities, ensuring the care and well-being of pupils, and maintaining positive links with parents and professionals working within the school.</p>
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PRINCIPAL ACCOUNTABILITIES

Participate in the provision of a safe and stimulating learning environment

- Work as a member of a team in the development, planning and evaluation of a full and balanced range of activities which meet the emotional, physical, social and intellectual needs of the pupils
- Be flexible within the working practices of the school.
- Participate in professional discussions and meetings with staff and others as necessary
- Participate in the arrangements for mounting and displaying of pupil's work
- Participate in the preparation of the classroom before pupils arrive, and with classroom management during lessons, preparing for use toys, play equipment and materials, setting up play areas and large toys both indoors and out of doors.
- Participate at the end of the session in general clearing and tidying up.
- Share in making decisions and recommendations about practice, routines and use of space to maximise the potential of the educational experience for every pupil.
- Contribute to the selection and making of resources and helping to care and maintain equipment, plants and animals in good condition.
- Work alongside, supporting and guiding other staff, Work Experience and Teaching Students placed in the class as required by the Headteacher.
- Participate in the general life of the school (assemblies, parents' meetings, outings etc.).

Participate in the provision of a full and balanced range of learning activities, ensuring the care and well-being of the pupils, and maintaining positive links with parents and professionals working with the school:

- Take groups of pupils for various activities under the direction of the Class Teacher e.g. art, music and dance, stories, cookery and craft, singing games, scientific, mathematical and constructional activities, using computers.
- Take small groups of pupils out of the school to develop their interests in their local environment
- Make observations and records of pupils' play, progress and behaviour, discuss any significant matters with the teacher
- Identify and monitor suspected child abuse and children at risk following appropriate guidelines to the Designated Safeguarding Lead (DSL).
- Pay particular attention to children with special educational needs and assisting with identifying and meeting those needs. This may involve lifting, assisting in toileting and changing pupils, helping them to transfer from seating to mobility aids, implementing individual movement programmes under direction from physiotherapist
- May be required to carry out some basic medical procedures for which training would be given
- Welcome and work closely with parents in association with teaching staff, including occasional home visits when necessary.
- Support the school's policy on parental participation.
- Help with milk time, first aid provision, comforting sick or injured pupils. In emergencies, liaising with senior staff and medical professionals, accompanying children to hospital or doctors as necessary if required
- Co-operate with school health authorities, taking part in health education programmes
- Assist pupils to acquire and develop self-help skills, including personal hygiene
 - Pay particular attention to new admissions, helping children to settle into the school
 - Support the development of linguistic skills in pupils from a wide range of backgrounds
 - Understand the varying cultural backgrounds of the pupils and ensuring these are reflected in the activities and materials in the class.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Merton Safeguarding Children's Board and the school's safeguarding policy

GENERAL STATEMENTS

- Carry out all reasonable duties and responsibilities of the post in accordance with the school's policies, procedures and standing orders
- All employees are required to declare any conflict of interest that may arise before or during their employment
- Any outside activities, either paid or unpaid, must not in the view of Bond School, conflict with or react detrimentally to the school's interest, or in any way weaken public confidence in the conduct of the school's business
- Undergo and meet the school conditions for a satisfactory enhanced DBS check
- Enactment of Health and Safety requirements and initiatives as appropriate

- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through Bond School policies and procedures
- Must be aware of the responsibilities under the Data Protection Act for the security, accuracy and relevance of information held and maintained
- Treat all information acquired through your employment, both formally and informally, in strict confidence
- Participate in training to be able to demonstrate competence.
- Participate in first aid training as required.
- Demonstrate a commitment to good customer care
- To carry out other reasonable tasks from time to time as directed by the Headteacher

WHOLE SCHOOL RESPONSIBILITIES

- Contribute as an effective and collaborative member of the school team
- Seek out opportunities to develop your own skills and expertise to support your role as Teaching Assistant
- Participate in training and implement newly learnt skills, knowledge and expertise to develop your role within the school
- Participate in the ongoing development of the School Action and Improvement Plans
- Contribute in meetings and be a supportive member of the School Team

June 2022