



Job Description

Job title: Teaching Assistant
Location: Cedar Park School
Reports to: Headteacher (this may be delegated to Assistant Headteacher)

Cedar Park School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main Duties and Responsibilities:

Classroom Preparation

- To prepare classroom and associated areas for use, setting out/putting away equipment, apparatus etc.
- Make up and maintain work or topic cards/sheets/books and other teaching aids – as necessary. To prepare work and notices for display or other purposes. Assist with/arrange displays and interest tables.

Planning and Organisation

- To participate in the planning process and discuss with relevant members of staff programmes for the lesson/day/week/term.
- To assist with the general management and organisation of children and resources and equipment relating to the support of children.
- To assist with planning, organising and supervising educational visits and outings.

Working with Children

- Under the guidance/direction of relevant member(s) of staff:
- To work with individual, groups or classes of children on National Curriculum or appropriate activities.
- To assist with the supervision of children within classroom and cloakroom settings, at play times, on outings and educational visits
- To assist children with toileting (if required) and management of personal hygiene skills
- To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly. To re-focus children and ensure that they are 'kept on task'.
- To provide short term cover supervision for a class of children.
- To guide and assist the development of children's social behaviour, attitudes and skills, independence skills, language, literacy, mathematical, scientific, humanities, technological, manipulative and physical skills.
- To assist with the implementation of specific learning, behavioural modification and therapy programme(s).

- To assist in the implementation, delivery and monitoring of activities outlined in an individual provision map or Education and Health Care Plan as prepared by the class teacher or SENDCo.

Assessment of Children

- General observation of children, giving feedback to appropriate staff - as relevant.
- To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and to discuss these with relevant member(s) of the teaching staff.
- To contribute to formal recording procedures.
- To assist with assessment activities.

Care and Welfare

- To deal with minor medical needs.
- To ensure Health and Safety Regulations are complied with at all times.
- To promote the school's behaviour policy when supervising and monitoring playtimes.

Safeguarding

- To read and fully understand part one of Keeping Children Safe in Education.
- To read and fully understand the school's Child Protections Policy.
- To read and fully understand any other policy that the Head Teacher deems necessary in ensuring the safety of children.
- To engage with safeguarding children such as basic child protection and Prevent.

Other Associated Tasks

Such as:

- attending relevant courses/training to develop experience and broaden awareness
- participating in all aspects of School life within contracted hours
- reinforcing the standards and expectations that exist within the School
- attend INSET Days and Staff Meetings as appropriate
- To ensure that confidentiality is maintained at all times.
- To promote the positive image of the School within the local community.
- To participate with the School's appraisal process.

The duties of this post may vary from time to time, as required by the Head Teacher, without changing their general character or the level of responsibility required.

Signed: _____

Print Name: _____
Employee

Date: _____

Signed: _____

Print Name: _____
Headteacher

Date: _____

Next review date: Annual