# DIAMOND HALL INFANT ACADEMY

## Job Description

Job Title: Teaching Assistant

Location: Diamond Hall Infant Academy

Hours: 37 Hours per Week – Term Time Only (39 Weeks)

Term: Permanent

Purpose of Job:

* To support and assist teachers, parents and children as part of a professional team to contribute to raising standards of children’s achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Principal Responsibilities

## To provide support for children / teachers and the whole school. Specifically, to support groups of children in regard to targeted activities, to improve achievement. To support children with additional needs, as appropriate.

Main Duties

**Support for the Teacher**

* To assist in the preparation and reproduction of learning materials and the management of resources.
* To assist in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
* To assist in the planning and set up of engaging, age appropriate learning activities in a creative way.
* To oversee the care and cleanliness of the teaching environment, equipment, apparatus and materials.
* To assist in the preparation of and presentation of displays and the copying and duplication of teaching materials.
* To support teaching staff or senior colleagues with routine administration i.e. filing reports, distributing leaflets and reports
* To contribute to the assessment of children’s progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the EYFS/KS1 planning and production of Support Plans).

**Support for the Child**

* To plan and resource areas of provision within the Classroom and Year Group environment.
* To observe, reflect and evaluate on learning seen.
* To contribute to learning profiles of children.
* To fully interact with children to support and further learning.
* To support children to carry out programmes/activities set by teaching staff.
* To interact with, question and give feedback to children in regard to learning objectives.
* To support all children in achieving the best possible outcomes.
* To maintaining awareness of children’s needs and targets.
* To deliver specific interventions to small groups of children
* To assist in the provision of activities for the fullest development of the children which may involve work outside the school base and in the local community.
* To undertaking duties in connection with personal hygiene and welfare of children as directed by the teaching staff.
* To apply a good level of understanding of SEN, as determined by the SEN Code of Practice.

**Support for the School**

* To assist in maintaining a safe environment for children and staff.
* To assist in the care and provision for children at lunchtime.
* To accompany teachers and classes on educational visits as required.
* To assist in the supervision of children during the day and in the outside learning environment/playgrounds/school grounds as required.
* To assist in ensuring that children adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
* To contribute to preparing reports on children as appropriate.
* To liaise with parents and other parties as required.
* Contributing to the whole School’s Self Evaluation process.

**Professional Values and Practices**

* To have high expectations of all children; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* To treat children consistently with respect and consideration, and being concerned with their development as learners.
* To follow the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* To work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues.
* To reflect upon and seek to improve personal practice.
* To work within schools policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
* To recognise equal opportunities issues as they arise in the schools and respond effectively, following schools policies and procedures.
* Build and maintain successful relationships with children, parents/carers and staff.

**Confidentiality:**

All employees are required to work in a confidential manner in all aspects of their work.

**Additional Responsibilities:**

* To attend meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
* To be an effective role model for the standards of behaviour expected of children.
* To have due regard to and follow all safeguarding procedures
* Any other duties required by the School which are in the scope of the post.
* To carry out duties with due regard to the School Health and Safety policy at all times.
* To be aware at all times of responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form.
* To work within and encourage the School’s Equal Opportunity policy and contribute to diversity policies.
* Participating in the school’s arrangements for performance management, professional development and the school’s arrangements for quality assurance and internal verification.
* To follow all policies and procedures within the Academy

**Review and Amendments:**

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.

***Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.***

**Signature: Signature:**

Post Holder Head Teacher

**Date: Date:**