JOB DESCRIPTION

Date Produced/ Last Amended: September 2016
Produced by: Jackie Green

MALMESBURY PARK PRIMARY SCHOOL

Name:
Post Title: Teaching Assistant
Reporting to: Leader for Achievement or SENCo
Grade: Grade 3 (pt 4-6)

1. Job Purpose & Objectives

1.1. 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.

2. Main Duties & Responsibilities

Support for Pupils

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

2.2. Supervise and support pupils ensuring their safety and access to learning.

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

2.4. Promote the inclusion and acceptance of all pupils.

2.5. Encourage pupils to interact with others and engage in activities led by the teacher.

2.6. Encourage pupils to act independently as appropriate.

Support for staff

2.7. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.

2.8. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

2.9. Undertake pupil record keeping as requested.

2.10. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

2.11. Gather / report information from / to parents / carers as directed.

2.12. Provide clerical / admin. support e.g. photocopying, typing, filing, collecting money etc.

Support for the curriculum

2.13. Support pupils to understand instructions.

2.14. Support pupils in respect of local and national learning strategies e.g. literacy, maths, early years, as directed by the teacher.

2.15. Support pupils in using ICT as directed.

2.16. Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.

Support for the school

2.17. 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.

2.18. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

2.19. Contribute to the overall ethos / work / aims of the school

2.20. Appreciate and support the role of other professionals

2.21. Attend relevant meetings as required.

2.22. Participate in training and other learning activities and performance development as required

2.23. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes

2.24. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Discipline, Health and Safety

2.25. Maintain good order and discipline among the pupils you are working with, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.

2.26. Safeguard the pupils' and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.

Administration

2.27. Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.

2.28. Attend assemblies and/or acts of corporate school worship.

2.29. Assist in the supervision of pupils, whether these duties are performed before, during or after school session.

. Additional Responsibilities

3.1 To be aware of policies and procedures in relation to the safeguarding of pupils and to report any concerns to the Designated Safeguarding Lead.

3.2 To comply fully with the staff code of conduct.

3.3 Assist with the development of policies and procedures relating to ELF, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing needs of the School.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or her representative.